

RULES AND REGULATIONS MANUAL FOR OPERATION OF OFFICIAL VEHICLE INSPECTION STATIONS



This manual presented by:

DPS
Representative _____

Street _____

City _____

Phone _____

**DEPARTMENT OF PUBLIC SAFETY
INTEROFFICE MEMORANDUM**

HQ-9

Date: 5-31-05

TO: Regional Vehicle Inspection Supervisors

Divison:

FROM: Thomas A. Davis, Jr., Director

SUBJECT: Revision of Rules and Regulations Manual for Official Vehicle Inspection
Stations and Certified Inspectors

1. Effective immediately, the **current** Rules and Regulations Manual for Official Vehicle Inspection Stations and Certified Inspectors is rescinded and should be destroyed when removed from the manual.

Effective immediately, the **revised** Rules and Regulations Manual for Official Vehicle Inspection Stations and Certified Inspectors is in effect and should be inserted in the manual immediately upon receipt.

2. Regional Vehicle Inspection supervisors will be responsible for the distribution of the above revisions to the vehicle inspection stations under their supervision.



Thomas A. Davis, Jr.
Director

TAD:Hs

Distribution: Special for Rules and Regulations Manual for Official Vehicle Inspection Stations
and Certified Inspectors

RULES AND REGULATIONS FOR THE OPERATION OF OFFICIAL VEHICLE INSPECTION STATIONS

FOREWORD AND AUTHORITY

The inspection of vehicles under the Texas Vehicle Inspection Act is conducted in approved, privately owned and operated garages and repair shops designated by the Texas Department of Public Safety. These approved Official Vehicle Inspection Stations carry on their own private business, but the inspection of vehicles submitted for official inspection is not entirely private business. In conducting inspections, the inspection station and its personnel act in the public capacity. It is carrying out the responsibility of the State Government to serve its citizens honestly and efficiently. This should, and must be, the guiding principle of the inspection station personnel, and it will be the standard used by all Texas Department of Public Safety personnel in supervising the conduct of vehicle inspection procedure.

Operators and employees of Official Vehicle Inspection Stations should be courteous and patient in explaining to the motorists that the requirements of vehicle inspection are designed primarily to promote safety. All employees should clearly understand that the function of the Official Vehicle Inspection Stations is not just an arbitrary enforcement of the law but is for the advancement of highway safety. All personnel of Official Vehicle Inspection Stations must adopt the attitude that they are selling safety service, and must also bear in mind that one certificate placed on an unsafe vehicle may be the cause of a serious accident, and that they owe a duty to themselves, their families, and other vehicle owners and operators not to jeopardize lives by errors, carelessness, or indifference.

The rules and regulations contained in the following pages of this manual are promulgated under the authority of Texas Transportation Code, Compulsory Inspection of Vehicles, Chapter 548.

Failure to comply with all the provisions, rules, regulations, and laws pertaining to vehicle inspection may result in suspension or revocation of inspection authority and/or criminal charges being filed.



Thomas A. Davis, Jr.
Director

**TEXAS DEPARTMENT OF PUBLIC SAFETY
VEHICLE INSPECTION SERVICE
REGIONAL AND AREA OFFICES**

LOCATION	AREA CODE	PHONE NUMBER	ADDRESS
REGIONAL OFFICE			
Garland	214	861-2400	350 West Interstate 30 Garland, Texas 75043
AREA OFFICES			
Denton	940	484-6661 ext. 254, 255	820 North Loop 288 Denton, Texas 76209
Hurst	817	299-1472	624 NE Loop 820 Hurst, Texas 76053
Longview	903	758-1790	416 Lake Lamond Road Longview, Texas 75604
McKinney	214	733-5374 or 733-5373	400 Powerhouse McKinney, Texas 75069
Mt. Pleasant	903	572-3616	1906 North Jefferson Mt. Pleasant, Texas 75455
Paris	903	785-8421	2885 North Main Paris, Texas 75460
Sherman	903	813-3436	1413 Texoma Parkway Sherman, Texas 75090
Sulphur Springs	903	885-1800	1528 East Shannon Road Sulphur Springs, Texas 75482
Texarkana	903	255-5736	1516 Hampton Texarkana, Texas 75503
Tyler	903	939-6000	4700 University Blvd Tyler, Texas 75713
REGIONAL OFFICE			
Houston	281	517-1350	12230 West Road Houston, Texas 77065
AREA OFFICES			
Angleton	979	849-5706	501 South Velasco Angleton, Texas 77515
Baytown	713	422-8582	1308 South Hwy. 146 Baytown, Texas 77520
Beaumont	409	924-5400	7200 Eastex Freeway Beaumont, Texas 77708

LOCATION	AREA CODE	PHONE NUMBER	ADDRESS
Brenham	979	836-2020	Box 119 Brenham, Texas 77834
Conroe	936	539-2228	804 South IH 45 Conroe, Texas 77305
Houston	281	272-1150	11222 North Houston-Rosslyn Houston, Texas 77088
Humble	281	446-4495	7710 Will Clayton Pkwy. Humble, Texas 77338
Lufkin	936	699-7300	2809 South John Redditt Lufkin, Texas 76904
Pearland	281	412-7417	3224 South Main Street Pearland, Texas 77581
Pierce	979	541-4500	US 59 Bypass Pierce, Texas 77467
Texas City	409	938-7899	1325 North Amburn Road Texas City, Texas 77591
REGIONAL OFFICE			
Corpus Christi	361	698-5657	1922 South Padre Island Drive Corpus Christi, Texas 78465
AREA OFFICES			
Beeville	361	358-8891	400 Hillside Beeville, Texas 78102
San Antonio	210	531-2265	6502 South New Braunfels Avenue San Antonio, Texas 78223
Seguin	830	379-4210	1440 East Kingsbury Seguin, Texas 78155
Victoria	361	578-2771	8802 North Navarro Victoria, Texas 77904
REGIONAL OFFICE			
Midland	432	498-2170	2405 South Loop 250 West Midland, Texas 79703
AREA OFFICES			
Abilene	325	795-4000	2720 Industrial Blvd. Abilene, Texas 79605
Brownwood	325	646-6867	540 Commerce Square Brownwood, Texas 76801
El Paso	915	849-4000	11612 Scott Simpson Drive El Paso, Texas 79936

LOCATION	AREA CODE	PHONE NUMBER	ADDRESS
Ft. Stockton	432	336-3414	2302 West Dickinson Ft. Stockton, Texas 79735
Odessa	432	332-6100	1910 Interstate 20 West Odessa, Texas 79763
San Angelo	325	942-8203	1600 West Loop 306 San Angelo, Texas 76904
REGIONAL OFFICE			
Lubbock	806	472-2700	1302 Mac Davis Lane Lubbock, Texas 79401
AREA OFFICES			
Amarillo	806	468-1300	4200 Canyon Drive Box 31960 Amarillo, Texas 79120
Decatur	940	627-0035 Ext. 106	2000 Trinity Box 248 Decatur, Texas 76234
Mineral Wells	940	325-6903	600 FM 1821 North Mineral Wells, Texas 76067
Pampa	806	665-7168	2909 Perryton Parkway Pampa, Texas 79065
Weatherford	817	594-2696	207 Ft Worth Highway Weatherford, Texas 76086
Wichita Falls	940	851-5500	5505 N Central Expressway Wichita Falls, Texas 76308
REGIONAL OFFICE			
Waco	254	759-7136	1617 East Crest Drive Waco, Texas 76705
AREA OFFICES			
Austin	512	424-7010	108 B Denson Drive Austin, Texas 78773
Austin, South	512	444-4178	4319 South Congress Austin, Texas 78745
Bryan	409	776-3145	1540 Highway 6 East Bypass Box 3861 Bryan, Texas 77805
Cleburne	817	641-2204	600 West Kilpatrick Cleburne, Texas 76031
Corsicana	903	872-5633	US 287 South PO Box 1636 Corsicana, Texas 75151

LOCATION	AREA CODE	PHONE NUMBER	ADDRESS
Georgetown	512	930-3115	515 Pine Street Georgetown, Texas 78626
Kerrville	830	257-7876	311 Sidney Baker South Kerrville, Texas 78028
Killeen	254	634-3447 ext. 101	302 Priest Drive Killeen, Texas 76541
Palestine	903	729-3124	PO Box 2800 Palestine, Texas 75802-2800
Temple	254	939-5838	6612 General Bruce Drive Temple, Texas 76502
Waxahachie	972	923-5106	701 IH 35 6B Waxahachie, Texas 75165
REGIONAL OFFICE			
McAllen	956	984-5600	1414 North Bicentennial McAllen, Texas 78501
AREA OFFICES			
Laredo	956	728-2200	1901 Bob Bullock Loop Laredo, Texas 78043-9701
Brownsville	956	983-1900	2901 Paredes Line Road Brownsville, Texas 78521
Del Rio	830	703-1264	2012 Veterans Blvd Del Rio, Texas 78840
Harlingen	956	440-6714	1630 North 77 Sunshine Strip Harlingen, Texas 78550

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CHAPTER ONE **STATION CERTIFICATION** **CHAPTER CONTENT**

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01.05.00 PROCEDURE FOR APPOINTMENT AS AN OFFICIAL VEHICLE INSPECTION STATION

Those desiring to make application for an Official Vehicle Inspection Station should notify Vehicle Inspection personnel, any regional Department of Public Safety office, or the headquarters office in Austin.

Vehicle Inspection personnel, with all necessary forms, will call at the place of business of the applicant for a personal inspection of the premises, personnel and equipment to determine the ability of the applicant to conduct inspections in accordance with the provisions of the Transportation Code. If application is approved, applicant will be notified and upon receipt of a fee of \$30 which shall constitute the certificate fee until August 31 of the odd-numbered year following the date of appointment as an Official Vehicle Inspection Station, a Certificate of Appointment will be issued to the applicant. Thereafter, appointments will be made for two-year periods, and the certificate fee for each such period will be \$30. All fees shall be submitted by either check, cashier's check or money order, which shall be made payable to the Texas Department of Public Safety. An inspector employed **only** at a governmental station is exempt from the fee.

Applicant shall be informed of the required equipment including such items as approved testing devices, tools, measuring devices, display area, brake machines, marked brake test area, and approved inspection test area. Applicant shall be advised not to purchase any testing equipment until notified by the Department representative that all minimum requirements are in compliance with Department rules and regulations.

An applicant for an Official Vehicle Inspection Station must meet the space, equipment, and manpower requirements as prescribed for the class of vehicle inspection station, and must have a certified inspector in his employ. Applications for Official Vehicle Inspection Stations shall not be considered unless the vehicle inspection station is open for inspections at least eight (8) consecutive hours (excluding the lunch hour) of each approved business day, a minimum of 40 hours per week, and able to perform inspections 12 months throughout the year, except during illness of limited duration or normal vacation. Additional hours of inspection are permitted. Hours of inspection must be approved by supervising Department representative. All appointments are provisional, and are conditioned on a proper conduct of inspection and compliance with Department rules and regulations. Inspections by appointment only are not permitted. The Department may require an applicant for appointment as an Official Vehicle Inspection Station to furnish evidence of sound business practices. Financial instability can be a cause for disapproval.

Application forms necessary for certification as an Official Vehicle Inspection Station must be properly completed, signed, and submitted with all other necessary forms and fees to the Department. If the application is approved, on initial investigation, the applicant will be advised to proceed with the installation of testing equipment.

After such installation, the Department will inspect the equipment for approval. The Department will conduct an investigation of each applicant to determine full compliance with the Official Vehicle Inspection Station rules and regulations, which may include the complete character check of the owner or operators. Every person licensed to operate an Official Vehicle Inspection Station shall be of good reputation, character, and moral conduct.

In accordance with the Texas Transportation Code, the Department of Public Safety may deny an application for certification or revoke or suspend an outstanding certificate of any inspection station or the certificate to inspect vehicles of any person who has been convicted of: (1) a felony or Class A or B misdemeanor; (2) a similar crime under the jurisdiction of another state or the federal government that is punishable to the same extent as a felony or Class A or Class B misdemeanor; or (3) a crime under the jurisdiction of another state or the federal government that would be a felony or Class A or Class B misdemeanor if the crime were committed in this state.

1. A conviction for a felony or a Class A or Class B misdemeanor will be cause for denial, suspension, or revocation under this subsection until after the court-imposed punishment or supervision has elapsed. For purposes of this section, a person is convicted of an offense when a court enters against the person an adjudication of guilt, including an order of probation or deferred adjudication.

2. The certification of an inspection station will be subject to denial, revocation, or suspension in the event the owner or inspector is convicted of such an offense. In the event that an inspector or inspector applicant is convicted of such an offense, that person's certification will be subject to revocation, or suspension, or his application will be subject to denial.

3. Deferred adjudications and orders of probation are considered to be equivalent to convictions until the charges that are the basis for these orders are dismissed or discharged.

[The Department has determined a certified inspection station and certified vehicle inspector is in a position of trust, performing a service to members of the public where the Transportation Code, Chapter 548, requires the public to report for vehicle inspection. Therefore, the department has determined the following crimes relate directly to the duties and responsibilities of a certified vehicle inspector and/or those for whom this section is applicable as detailed in subsection (b) of this section. Those crimes include:

1. any crime of which fraud is an element,
2. deceptive business practices, deceptive trade practices, or any criminal violation of statutes that protect consumers against unlawful business or trade practices,
3. murder,

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4. burglary,
5. robbery,
6. aggravated robbery,
7. aggravated sexual assault,
8. indecency with a child,
9. sexual assault,
10. aggravated assault,
11. any violent crime against a person involving knowledge or purpose,
12. theft,
13. violation of the Texas Controlled Substance Act (Health and Safety Code, 481.112-481.126),
14. driving while intoxicated, and
15. conviction of an offense as detailed in Texas Transportation Code, Chapter 548, 548.601, and 584.603.

As an authorized owner or operator of an Official Vehicle Inspection Station, you are responsible to the Department for the proper operation of the Official Vehicle Inspection Station. An owner or operator will recognize and acknowledge their responsibility to the public to offer a good, complete and thorough inspection, according to the rules and regulations.

Based upon the application and results of investigations made, each applicant will be approved or disapproved for appointment. Each applicant approved, will be issued a Certificate of Appointment. Such Certificate of Appointment shall be for the place of business set forth in the application. The Certificate of Appointment shall not be assignable and shall be valid only for the owner or owners in whose name or names they are issued and for transaction of business only at the place designated thereon.

No business will be approved as an Official Vehicle Inspection Station until all certification requirements have been met. Inspection area must be designated and approved by the supervising Department representative. Businesses meeting all qualifications will be required to complete an application, signature cards, and furnish the appointment fee. The applicant will be notified of appointment as an Official Vehicle Inspection Station and a Certificate of Appointment will be issued to the applicant after the necessary forms have been completed and approved.

A Certificate of Appointment will not be issued for the operation of an Official Vehicle Inspection Station until an investigation has been made by the Department to assure that it has the proper facilities, required equipment, and is properly qualified or has properly

qualified personnel to accomplish satisfactory inspections. Companies and governmental agencies who have their own garages and repair facilities may apply for an Official Vehicle Inspection Station Certificate of Appointment provided such facilities, equipment, and personnel meet the requirements set forth in these rules and regulations.

The application shall be signed by the owner, if a natural person, and in the case where the owner is a corporation, co-partnership or association, by an executive officer thereof or some other person specifically authorized by said corporation to sign the application to which shall be attached written evidence of their authority. Proof of ownership may be required of applicant.

When all certification requirements have been met the supervising Department representative will issue and explain the use of all supplies and forms necessary for the operation as an Official Vehicle Inspection Station.

In accepting your appointment as an Official Vehicle Inspection Station, you accept the responsibility to properly inspect all vehicles submitted for inspection and to serve the citizens efficiently. This will be the standard used by the Department in supervising your conduct as an Official Vehicle Inspection Station. Any Official Vehicle Inspection Station which fails to maintain this standard in dealing with the public cannot be allowed to continue as an Official Vehicle Inspection Station. The procedures outlined herein should be carefully studied and frequently reviewed by your entire organization. If the inspection program is to be effective, you must be thoroughly familiar with and follow all of the provisions as outlined. If your appointment is subsequently withdrawn, it is because you and your employees have failed to follow the instructions contained in this Rules and Regulations Manual.

Instructions for the renewal process will be provided well in advance of August 31 of the odd-numbered year when the station's Certificate of Appointment is due to expire.

01.10.00 CLASSES OF OFFICIAL VEHICLE INSPECTION STATIONS

The classes of Official Vehicle Inspection Stations authorized in Texas are as follows:

- 1. Public Station:** An Official Vehicle Inspection Station to which the Department has granted authority to inspect any and every vehicle presented for inspection for which they have an endorsement.
- 2. Fleet Station:** An Official Vehicle Inspection Station to which the Department has granted authority to inspect only those vehicles for which they have an endorsement and are owned by, or under bona fide lease to or under service contract to, the company in whose name the fleet inspection station's Certificate of Appointment is issued.

- [3. **Governmental Station:** An Official Vehicle Inspection Station to which the Department has granted authority to inspect only those vehicles for which they have an endorsement and are owned and operated by the political subdivision and agency of the state and in whose name the governmental vehicle inspection station's Certificate of Appointment is issued.

01.15.00 STATION ENDORSEMENTS. The following six (6) endorsements will be used in conjunction with the three (3) classes of Official Inspection Stations to further identify the types of inspection certificates to be issued by each Official Inspection Station.

1. Endorsement: 1Y - may inspect any vehicle requiring a one-year windshield certificate.
2. Endorsement: 2Y - may inspect any vehicle requiring a two-year windshield certificate.
3. Endorsement: CW - may inspect any vehicle requiring a commercial windshield certificate.
4. Endorsement: CT - may inspect any vehicle requiring a commercial trailer certificate.
5. Endorsement: TL - may inspect any vehicle requiring a trailer certificate.
6. Endorsement: MC - may inspect any vehicle requiring a motorcycle certificate.

01.20.00 RESPONSIBILITY OF INSPECTION STATION OWNER OR OPERATOR

Upon being appointed as an Official Vehicle Inspection Station, you as the inspection station owner or operator, will be deemed to have accepted the following obligations and responsibilities. The person signing the inspection station application form is obligated, upon being certified, to comply with the following responsibilities:

1. To act as directed by the Texas Department of Public Safety in inspecting vehicles in accordance with the Rules and Regulations Manual.
2. To inspect only those vehicles authorized by the class of inspection station and specific endorsements.
3. To make the Rules and Regulations Manual available to all certified inspectors.
4. To properly instruct all employees in accordance with this manual.
5. Use only employees certified by the Department of Public

Safety to do the actual inspecting in accordance with the requirements.

6. That owner/operator will notify the Department representative supervising the station when a certified inspector leaves employment.

7. Ensure that all inspectors will conduct honest, thorough, and efficient safety inspections and issue out-of-state identification certificates as promptly as possible, in accordance with the Transportation Code and the Department's regulations.

8. Maintain in good working order all required tools and equipment prescribed in the minimum requirements and to cease operations immediately when this condition is not met.

9. Maintain a clean and orderly place of business, shop, and inspection area. (Owner is responsible for employees in this respect.)

10. Keep an up-to-date set of inspection records at the Official Vehicle Inspection Station.

11. Records are to be kept on forms and in the manner prescribed by the Department and shall be available for examination during approved business hours by any authorized agent of the Texas Department of Public Safety.

12. Records shall be kept for at least one year from the date recorded.

13. Records may be removed from premises by any Department representative for investigation or evidence and shall be returned without undue delay.

14. Keep an adequate supply of safety inspection certificates, out-of-state identification certificate forms, and all other supplies on hand.

15. Refrain from the use of alcohol.

16. Refrain from the use of drugs in any degree except when prescribed by a licensed physician, providing that normal faculties shall not be impaired.

17. Have a reputation for sound business practices, high moral character, and obedience to law and order.

18. Each Official Vehicle Inspection Station must have a minimum of one certified inspector on duty to perform inspections promptly during the approved working hours of the inspection station. Adequate supervision of employees certified to make inspections should be provided during this time. It is recommended that every inspection station have more than one certified inspector available to ensure prompt

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inspection service to the public at all times. Vacations and days off should be anticipated by management.

19. Be open for inspections eight (8) consecutive hours (excluding the lunch hour) each approved business day with a minimum of forty (40) hours per week. Additional hours of inspection are permitted. Hours of inspection must be approved by supervising Department representative. Days and hours of inspection may be required to be posted in an area accessible to the public.

20. Properly display visible to the general public the Certificate of Appointment, procedure chart, Official Vehicle Inspection Station sign (not required on fleet or government inspection stations), and any other notices deemed necessary by the Department.

21. Shall be solely responsible for maintaining all supplies issued by the Department in reasonably good condition. Shall take particular care to ensure that safety inspection certificates, out-of-state identification certificates, and number inserts assigned are safeguarded against theft, loss, or damage, and kept under lock and key at all times. Numerical sequence of issuance must be strictly adhered to ensuring that certificates are placed on or issued for vehicles in accordance with rules and regulations.

22. Make reasonable charges for any adjustments, corrections, or repairs required by such inspection. (Prices for labor charges may be required to be posted at the discretion of the Texas Department of Public Safety.)

23. Shall notify the Department representative supervising the station of any change of location, name or ownership, or when going out of business. Upon the effective date of any such change in location, name or ownership, all inspection privileges will cease.

24. Shall make inspections and affix certificates of inspection and issue out-of-state vehicle identification certificates only at the business location designated on the Certificate of Appointment.

25. Shall affix certificates and issue out-of-state vehicle identification certificates only to those vehicles which have been properly inspected and are passed as safe.

26. Submit the required inspection report to the Texas Department of Public Safety as directed.

27. Shall upon termination of the Certificate of Appointment, for any reason, immediately turn over all inspection materials issued by the Department to the supervising Department representative and shall receive a receipt for any unused certificates to be refunded by the state.

28. It is your responsibility to determine that every vehicle submitted for inspection is properly and thoroughly inspected by a certified inspector and that the operation of your inspection station is in accordance with these rules and regulations. You have the duty to place vehicular safety foremost as this is the primary intent of Vehicle Inspection in Texas.

29. Inspection stations that have purchased inspection certificates with checks that have been returned for insufficient funds are subject to suspension or revocation of the Certificate of Appointment. In the event a station's certificate is suspended or revoked for insufficient funds checks, all outstanding checks with the Department must be cleared before an applicant can be recertified. Upon recertification, inspection certificate purchase will only be allowed by cashier's check or money order for a minimum of six-months.

A second incident involving a purchase of inspection certificates resulting in the check being returned for insufficient funds may again result in the suspension or revocation of the station's Certificate of Appointment until the check(s) have been cleared. If the station recertifies, inspection certificate purchases will only be allowed by cashier's check or money order for a minimum of 18 months.

A third incident involving a purchase of inspection certificates resulting in the check being returned for insufficient funds may also result in the suspension or revocation of the station's Certificate of Appointment until the check(s) have been cleared. If the station recertifies, inspection certificates will only be allowed by cashier's check or money order for an indefinite period of time.

NOTE: Failure to comply with any of the above-listed responsibilities may result in suspension of the Certificate of Appointment.

01.25.00 MINIMUM REQUIREMENTS FOR OFFICIAL VEHICLE INSPECTION STATIONS

Approval of inspection station applications cannot be granted, nor appointment allowed to continue, unless full compliance with the following requirements is met and maintained.

25.01 Space

1. General Requirements

- [a. The building must be a sound structure, in good repair, to qualify as an official Vehicle Inspection Station. The building must be a permanent type building with at least two permanent walls and a permanent roof. The inspection area must be located entirely within or adjacent to the building and in an area approved by the Department. Tem-

porary expedients such as tents, arbors, or sheds are not acceptable. (For stations with trailer endorsements, see specific requirements.)

b. Every inspection station shall have an inspection area within the station, set aside and approved for conducting the inspection of vehicles. When an inspection station desires to have more than one inspection area, the space requirements for each lane must be met. (For stations with trailer endorsements, see specific requirements.)

c. At least one approved inspection area containing all the required equipment is to be available during approved business hours for the purpose of inspection during the entire calendar year.

d. Inspection area is defined as the designated space approved for inspection purposes. Approval cannot be granted, nor permitted to continue, unless full compliance of the minimum inspection station requirements is maintained.

e. The inspection lane area shall be sufficiently lighted to afford good visibility for performing all inspection procedures.

f. The entire floor of the approved inspection area of the building shall be hard surfaced. (See floor material requirements under specific requirements.)

g. The inspection area must be kept clean at all times. The business location will be routinely checked to see that it is as clean and orderly as could be reasonably expected.

h. Lifts, pits, and runners are permissible if all other requirements are met.

i. The inspection area must be free of any obstructions that will interfere with inspections. Work benches, storage cabinets, or tools may be allowed if sufficient space to conduct inspection is not affected.

j. An approved inspection area will be maintained at all times during inspection periods so that vehicles may be inspected without unreasonable delay.

2. Specific Requirements

a. Public, Fleet, and Governmental Classes of Inspection Stations

1) The inspection area shall include: an area of 12 feet by 24 feet of minimum space. The inspection area must be in an area approved by the Department.

2) Floors: The entire floor must be hard surfaced, such as concrete. Dirt, gravel, wood, or hot mix floors are not acceptable.

3) Governmental inspection stations shall meet all of the requirements as prescribed for a public inspection station.

4) Fleet inspection stations shall meet all the requirements as prescribed for a public inspection station. Fleet inspection stations may only inspect vehicles owned by the company or under bona fide lease to the company or vehicles that are covered under a current service contract with the company.

5) Fleet and governmental inspection stations are not permitted to inspect the personal vehicles of officers, employees, or the general public. This applies even though personal vehicles may be used part- or full-time for business.

6) Inspection stations will not be approved where free access to the inspection station grounds is not granted to representatives of the Department.

7) Firms open to the public will not be issued a fleet inspection station Certificate of Appointment except in instances where such firms are currently certified as a public inspection station and desire a fleet inspection station Certificate of Appointment.

b. Trailer Endorsement Inspection Stations

1) The building must be of a permanent type suitable for display area, tools, and storage for records and necessary supplies.

2) Inspection area may be of any hard surfacing material.

3) Inspection stations with trailer endorsements must have a towing vehicle capable of handling the type vehicle being inspected.

4) Vehicle inspection stations with trailer endorsements must have 1/4-inch round hole paper punch for punching trailer inspection certificates.

c. Motorcycle Endorsement Inspection Stations

1) The inspection area shall include: an area of 8 feet by 10 feet of minimum space.

2) Vehicle inspection stations with motorcycle endorsements must have a 1/4-inch round hole paper punch for punching motorcycle inspection certificates.

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3) Floors: The entire floor of the approved inspection area of the building must be hard surfaced, such as concrete. Dirt, gravel, wood, or hot mix floors are not acceptable.

d. **Commercial Windshield and Commercial Trailer Endorsement Inspection Stations.** Stations issuing commercial certificates in addition to meeting requirements for their class of inspection station are required to have a 1/4-inch round hole punch for punching commercial inspection certificates.

25.02 Equipment

1. General Requirements for All Classes of Inspection Stations

a. The minimum amount of tools, equipment, approved testing devices, and current Rules and Regulations Manual must be kept and maintained in proper condition at all times in the inspection station area defined herein.

b. In the event machines or equipment are utilized in the performance of the inspection procedure, the inspection station owner or operator shall have the responsibility for the use, accuracy, and general maintenance of all equipment. Whenever adjustments and/or calibrations are needed to assure the accuracy and performance of such equipment, the Department's specifications and recommendations will be followed. Under no circumstances can equipment be used for the purpose of inspecting vehicles when the known method of calibration or adjustment necessary for the maintenance of such equipment is not available and in constant use at the inspection station. Any known deficiency in such equipment shall be corrected immediately. Any defective equipment will not be used until and unless such deficiencies are corrected and then approved by the supervising Department representative.

c. All testing equipment used at an inspection station must have been approved for such use by the Department. All testing equipment shall be installed and used in accordance with the Department's recommendation. To ensure proper functioning, equipment shall be checked and calibrated frequently and shall be properly maintained. Inspections may not be conducted when any required testing device is malfunctioning until the device has been repaired and subsequently approved for use by the Department. Equipment shall be arranged and located at or near the approved inspection area to obtain maximum efficiency.

d. Every certified inspector shall have a working knowl -

edge of all testing devices used in the performance of an inspection in their inspection station. It is also necessary that the certified inspector know the procedure for setting, calibrating, and otherwise causing such equipment to be accurate and effective, according to the Department's recommendations.

e. Each Official Vehicle Inspection Station is required to own and maintain the minimum amount of equipment, as listed below.

1) Tools and facilities for making tests, repairs, and adjustments ordinarily encountered on those types of vehicles to be inspected.

2) A brake test area which has been approved by the supervising Department representative, measured and marked as follows: 0, 25', 30', 40', and 50' OR

3) A brake decelerometer which has been approved, OR

4) A brake machine which has been approved and properly installed.

5) A measuring device(s) clearly indicating a 12-inch measurement, a 15-inch measurement, a 20-inch measurement, a 24-inch measurement, a 54-inch measurement, a 60-inch measurement, a 72-inch measurement, and an 80-inch measurement to measure height, width of lighting, and other safety equipment.

6) A laundry marking pen or permanent ink pen for completing out-of-state vehicle identification certificates and the reverse side of the safety inspection certificate.

7) A glass or acrylic faced frame the size of the Certificate of Appointment.

8) A scraping device for removing the old inspection certificate.

9) A gauge for measuring tire tread depth calibrated in 32nds of an inch and designed with a metal probe.

10) A measuring device for checking brake pedal reserve clearance.

11) A Department-approved device for measuring the light transmission of sunscreening devices. This equipment requirement may not apply to government, fleet, or other types of inspection stations as determined by the Department.

12) A Department-approved device for checking gas caps. This equipment requirement may not apply to governmental, fleet, or other types of inspection stations as determined by the Department.

f. All Official Vehicle Inspection Stations equipped with approved testing devices, (decelerometers and brake machines) which manufacturers have discontinued may use them as long as they are in proper working order, capable of testing, and as long as they can continue to get service and repairs for them. When they are no longer serviceable, they must be replaced.

25.03 Brake Test Area Specifications

Every vehicle inspection station must have a designated brake test area where road tests are conducted unless a machine is used for brake tests. Any number of inspection stations may use the same area in a given town if authorized by the Department representative.

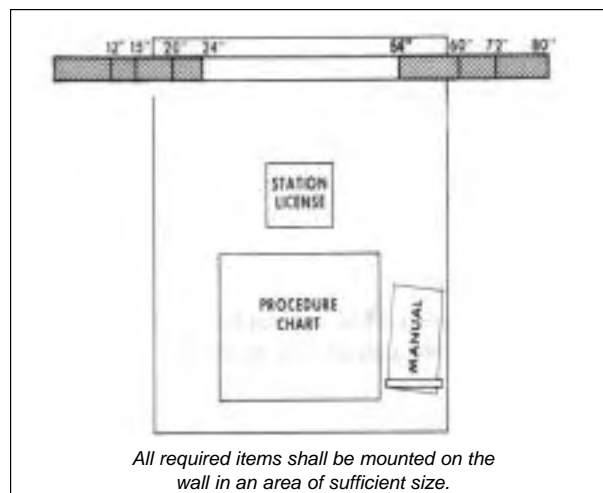
All road tests for braking efficiency shall be made only at a measured, marked, and approved brake test area. The area shall be substantially level (not to exceed plus or minus 1% grade), smooth, hard surfaced, and free of loose material, oil, or grease. The area must be designated by painted lines, stakes or other devices noting where the brakes are to be applied; 25 feet forward from this beginning designation, there should be another marker; 5 feet further from the second marker (at 30 feet) there should be a third marker; 10 feet further from the third marker (at 40 feet) there should be a fourth marker. Those inspection stations that inspect large truck-trailer combinations will be required to have an additional line or marker, 50 feet.

It is the responsibility of the inspection station owner or operator to secure an acceptable area and maintain the painted lines, stakes, or other devices indicating the brake test area. In some instances, all of the above-mentioned lines or markers will not be necessary. You should consult the Department representative supervising your inspection station as to the number required.

The brake test area and location must be marked and maintained by the inspection station.

The area and location must be approved by the Department representative supervising the station. Any change in the location or additions to the brake test area must be approved by the supervising Department representative.

25.04 Inspection Station Display Area



25.05 Inspection Area

1. The inspection area is the designated space approved for inspection purposes and located entirely within the Official Vehicle Inspection Station structure.
2. Trailers, semitrailers, mobile homes, motor homes, and vehicles which are too large for standardized inspection bays need not be inspected within the inspection building. However, these types of vehicles must be inspected near the inspection building in a space approved by the supervising Department representative.
3. Official Vehicle Inspection Stations must be kept clean and all vehicles must remain in the approved inspection area during the entire inspection, except for road testing purposes.
4. A modification of building which changes length or width to less than required will be cause for cancellation of the station's Certificate of Appointment.
5. Inspection stations shall be ready to conduct inspections during approved business hours at any time during the year. This means that the floor area used for inspection must be kept clean and clear of obstructions, and all necessary equipment in place and ready for use.
6. All required testing equipment will be grouped or displayed at the approved inspection area at all times unless in use.
7. Each Official Vehicle Inspection Station shall display in a conspicuous place such Certificate of Appointment, procedure chart, posters, or other informational material as directed by the Department.
8. The inspection lane shall be free from mechanical repair work for the purpose of vehicle inspection. No major repair

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shall be performed in this area during approved work hours when inspections are to be performed. Minor repair jobs performed in this lane must be of such a nature that the vehicle undergoing such repair can be easily moved out of the area for the purpose of inspection of another vehicle.

9. Official Vehicle Inspection Stations shall not refuse to inspect any vehicle, for which an endorsement is held, that is presented for inspection, if the vehicle is of the type authorized to be inspected at an Official Vehicle Inspection Station, provided the necessary tools and equipment needed to complete that inspection are available.

10. When refusing to inspect for a justified cause, it is a good practice to know and refer the customer to another convenient station that is qualified to serve the customer.

NOTE: The station Certificate of Appointment and procedure chart may be displayed in the customer waiting area, as approved by the supervising Department representative.

25.06 Official Vehicle Inspection Station Sign

1. In order to meet the minimum requirements for vehicle inspection stations in Texas, every Official Vehicle Inspection Station, except fleet and governmental inspection stations, is required to display, at all times during the official life of the station, the Official Vehicle Inspection Station sign.

2. The official sign that is displayed designating your establishment as an Official Vehicle Inspection Station must reflect credit upon your place of business and the state of Texas.

3. The sign and replacements are provided by the state at no cost to the station and shall always remain the property of the Department as a means of identification of the Official Vehicle Inspection Station.

[4. Only one official sign will be displayed at any public inspection station, but dissimilar signs may be displayed. Replications of the official sign may not include the State Seal of Texas. The supervising Department representative will issue only one sign per public inspection station license issued.

5. Signs will be displayed from the inspection station building facing the street, preferably in the open to provide maximum visibility.

6. Signs will be firmly and solidly mounted on the wall or framework of the station with no sign edge overhang and in a location designated by the supervising Department representative.

7. The sign will ordinarily be displayed at or near the service entrance or inspection area entrance to the building. When displayed, the sign will cover no part of any other sign or advertisement nor will any other sign or advertisement cover any portion of the Official Vehicle Inspection Station sign.

8. The sign shall not be altered in any manner unless authorized by the Department.

9. Failure to display the Official Vehicle Inspection Station sign is grounds for inspection station suspension. The sign shall be surrendered upon demand of the Department.

01.30.00 CHANGE OF NAME, LOCATION, OR OWNERSHIP

Owners or operators of Official Vehicle Inspection Stations contemplating a change of location, change of name, or change of ownership must notify the supervising Department representative before such change is made to avoid delay.

Upon the effective date of any such change of location, name, or ownership, all of your inspection privileges will cease under the former name or address, and you will not be allowed to inspect vehicles under the new name or location or as a new owner until you are certified by the Department.

The Certificate of Appointment fee for any such change in location, name, or ownership will be the same as for a new inspection station application.

01.35.00 GOING OUT OF BUSINESS

Whenever any Official Vehicle Inspection Station goes out of business, the owner or operator shall notify the Department representative supervising the station of this intent and immediately return all forms, certificates, sign furnished by the Department, and any other official materials relating to inspections to the Department. A final accounting of all forms and other items shall be included immediately upon termination of business.

All unused inspection certificates must be returned or accounted for to the Department of Public Safety. When an inspection station goes out of business or its inspection privileges are revoked, a refund for the unused certificates will be issued as soon as is practicable.

The count of the Department for returned certificates shall be accepted as final. An Official Vehicle Inspection Station must account for all inspection certificates issued and received.

Failure to comply with the above requirement would be grounds for denial of future applications.

01.40.00 INSPECTION STATION CANCELLATIONS AND SUSPENSIONS

Discontinuance of business for any reason, changes of location, name, or ownership automatically cancels your inspection station authorization to inspect.

Any inspection station whose Certificate of Appointment is suspended or revoked shall return all unused inspection certificates and supplies to the Department and no such inspection station shall inspect vehicles while its Certificate of Appointment is suspended or revoked. All inspection certificates and supplies furnished by the Department are to be surrendered to the Department in the event an inspection station terminates its business or upon the suspension or revocation of the Certificate of Appointment. The Department will refund such inspection station for its cost of certificates returned.

01.45.00 REINSTATEMENT AFTER SUSPENSION

After expiration of suspension in which the Certificate of Appointment has expired, a vehicle inspection station owner desiring reinstatement may request reinstatement by notifying in writing the appropriate Regional Supervisor. Station must meet minimum requirements for class of station. A properly completed application and signature cards, along with the statutory Certificate of Appointment fee of \$30.00, will be submitted to the supervising Department representative.

After expiration of suspension of which the Certificate of Appointment has not expired a vehicle inspection station owner desiring to reinstate may request reinstatement by notifying in writing the appropriate Regional Supervisor. Station must meet minimum requirements for class of station. A properly completed application and signature cards will be submitted to the supervising Department representative. No Certificate of Appointment fee is required.

Unless all inspection certificates issued to an inspection station are accounted for, a Certificate of Appointment will not be reinstated at the end of the suspension period and the inspection station owner or operator who discontinued as an inspection station will, upon application be denied another Certificate of Appointment.

No person may apply for certification as a vehicle inspection station after denial or revocation by the Director of the Department of Public Safety of an application until such time as the applicant complies with all requirements for certification.

01.50.00 LEASE OR SALE OF INSPECTION STATION DURING SUSPENSION

A change of ownership or lease to another person during a suspension period will require the new owner or lessee to complete an

application for certification. All procedures for a new application including all forms and an investigation will be required.

The lease of the building and/or inspection bay will in addition require:

1. A copy of the lease agreement must be on file with the county clerk.
2. A certified copy of the lease agreement submitted with the application for appointment as an Official Inspection Station.
3. A suspended, revoked, or denied owner/operator may not supervise the inspection of any vehicle nor otherwise participate in the inspection of any vehicle.
4. A station's Certificate of Appointment and the Certificate of Appointment of a lessee or an inspector will be subject to suspension if the lessee or inspector knowingly allows a suspended owner/operator to supervise the operation of the certified vehicle inspection station, inspectors, or inspections performed at the leased location or otherwise participates in the inspection of any vehicle.

01.55.00 CRIMINAL VIOLATIONS

All bona fide complaints received by the Department about any inspection station shall be investigated for the purpose of determining whether there has been a violation of the Transportation Code or regulations.

Appropriate action will be taken when it appears from any investigation that the Transportation Code or any regulation included herein has been violated by an inspection station or its agents or employees.

Any owner of an Official Vehicle Inspection Station, agent, servant, or employee violates any provision of the Transportation Code or requires the repair of any equipment other than that equipment required to be inspected, upon conviction, shall be subject to a fine.

[The Transportation Code states that it is a violation of the law or Rules and Regulations to commit any of the following acts:

1. Issuing an inspection certificate with knowledge that the issuance is in violation of this chapter or rules adopted under this chapter.
2. Falsely or fraudulently representing to the owner or operator of a vehicle that equipment inspected or required to be inspected must be repaired, adjusted, or replaced for the vehicle to pass an inspection.
3. Misrepresenting:

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- a. material information in an application in violation of Section 548.402 or 548.403; or
 - b. information filed with the department under this chapter or as required by department rule;
4. Issuing an inspection certificate:
- a. without authorization to issue the certificate; or
 - b. without inspecting the vehicle;
5. Issuing an inspection certificate for a vehicle with knowledge that the vehicle has not been repaired, adjusted, or corrected after an inspection has shown a repair, adjustment, or correction to be necessary;
6. Knowingly issuing an inspection certificate:
- a. for a vehicle without conducting an inspection of each item required to be inspected; or
 - b. for a vehicle that is missing an item required to be inspected or that has an item required to be inspected that is not in compliance with state law or department rules;
7. Refusing to allow a vehicle's owner to have a qualified person of the owner's choice make a required repair, adjustment or correction;
8. Charging for an inspection an amount greater than the authorized fee; or
9. Performing an act prohibited by or fails to perform an act required by this chapter or a rule adopted under this chapter.

Unless otherwise prescribed by law, the offense is a Class C misdemeanor. A designated representative of the department may issue a notice of an offense or a notice to appear to a person, including an inspector or inspection station, who violates this chapter or a rule adopted under this chapter.

CHAPTER TWO
INSPECTOR CERTIFICATION
CHAPTER CONTENT

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02.05.00 CERTIFICATION PROCEDURES

The certification of persons to inspect vehicles shall be in accordance with the rules and regulations promulgated by the Department.

In accordance with the Texas Transportation Code, the Department of Public Safety may deny an application for certification or revoke or suspend an outstanding certificate of any inspection station or the certificate to inspect vehicles of any person who has been convicted of: (1) a felony or Class A or Class B misdemeanor; (2) a similar crime under the jurisdiction of another state or the federal government that is punishable to the same extent as a felony or Class A or Class B misdemeanor; or (3) a crime under the jurisdiction of another state or federal government that would be a felony or Class A or Class B misdemeanor if the crime were committed in this state.

1. A conviction for a felony or a Class A or Class B misdemeanor will be cause for denial, suspension, or revocation, under this subsection until after the court-imposed punishment or supervision has elapsed. For purposes of this section, a person is convicted of an offense when a court enters against the person an adjudication of guilt, including an order of probation or deferred adjudication.

2. The certification of an inspection station will be subject to denial, revocation, or suspension in the event the owner or inspector is convicted of such an offense. In the event that an inspector or inspector application is convicted of such an offense, that person's certification will be subject to revocation, or suspension, or his application will be subject to denial.

3. Deferred adjudications and orders of probation are considered to be equivalent to convictions until the charges that are the basis for these orders are dismissed or discharged.

As an authorized owner, operator, or inspector of an Official Vehicle Inspection Station, you are responsible to the Department of Public Safety for the proper operation of the Official Vehicle Inspection Station. An owner, operator, or inspector will recognize and acknowledge his responsibility to the public to offer a good, complete, and thorough inspection, according to the rules and regulations.

No person shall perform an inspection, issue an inspection certificate, or issue an identification certificate without such person first having been certified to do so by the Department.

1. Before any person can be certified to inspect vehicles under the Texas Vehicle Inspection Act, they shall attend a special training course conducted by the Texas Department of Public Safety for the purpose of learning the exact methods and procedures to be used in performing inspections.

NOTE: Persons with disabilities should make prior arrangements for reasonable accommodations to be made.

2. The person must make written application and take an examination as to their knowledge of the rules and regulations and the requirements of the law for various types of vehicles.

3. Failure to Qualify on the Examination. Each applicant will be given a minimum of two opportunities to pass an inspector's examination. Applicants will be notified of any failure, shown their mistakes, and given the correct answers to questions missed on the first examination. Applicants who fail their first examination will be given a different examination for the second examination in not less than seven (7) days. Applicants who fail their second examination must wait at least 30 days before taking a subsequent examination.

[The Department has determined a certified inspection station and certified vehicle inspector is in a position of trust, performing a service to members of the public where the Transportation Code, Chapter 548, requires the public to report for vehicle inspection. Therefore, the department has determined the following crimes relate directly to the duties and responsibilities of a certified vehicle inspector and/or those for whom this section is applicable as detailed in subsection (b) of this section. Those crimes include:

1. any crime of which fraud is an element,
2. deceptive business practices, deceptive trade practices, or any criminal violation of statutes that protect consumers against unlawful business or trade practices,
3. murder,
4. burglary,
5. robbery,
6. aggravated robbery,
7. aggravated sexual assault,
8. indecency with a child,
9. sexual assault,
10. aggravated assault,
11. any violent crime against a person involving knowledge or purpose,
12. theft,
13. violation of the Texas Controlled Substance Act (Health and Safety Code, 481.112-481.126),
14. driving while intoxicated, and
15. conviction of an offense as detailed in Texas Transportation Code, Chapter 548, 548.601, and 584.603

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4. The person must demonstrate their ability to efficiently and correctly operate the various testing devices required in the inspection program. Each must demonstrate to the Department representative checking for certification their knowledge and ability to perform each step correctly and efficiently through the entire inspection procedure.

5. When a person has satisfactorily passed the written examination and demonstrated their ability to operate the testing devices, the statutory fee will be paid which will certify an inspector until August 31 of the even-numbered year following the date of appointment. Thereafter, appointment as inspectors shall be made for two-year periods and the certification fee for each period will be paid. An inspector employed **only** at a governmental station is exempt from the fee.

6. If a certified inspector changes place of employment, the the Department representative must be notified immediately. The inspector may be required to demonstrate their ability to correctly operate the testing equipment at such new inspection station and may be required to take a complete examination. No inspection can be made by this person until such time as they have been approved at the new place of employment by an authorized Department representative.

7. When a person has been certified as an inspector, the Department will issue certification to that person certifying them to inspect vehicles. This certificate is provisional and is conditional upon compliance with the rules and regulations and is subject to renewal.

8. The Department reserves the right to suspend for cause its certification of any inspector, or require attendance at any procedure updating training program at any time, or require reexamination at any time to determine if they have full knowledge of the current official rules and regulations. If the examination discloses the certified inspector is not familiar with new or existing regulations, the inspector will be prohibited from making inspections until able to take a reexamination.

9. No person who is under the age of 18 years will be certified to inspect vehicles.

10. A valid driver's license from their state of residence is required of every person who desires to be certified to inspect vehicles.

[NOTE: Any individual possessing a driver license from any state other than Texas and resides in Texas must also possess a valid Texas Identification Card.

[NOTE: Any individual possessing a driver license from any other state and does not reside in Texas must have a

Department issued TAVIS Identification Card.

11. The certified inspector is responsible for the safeguarding and completion of all inspection certificates and records regarding inspections performed by the inspector.

NOTE: A certified inspector may be authorized to inspect at more than one station. No inspections can be made by this inspector at a new location until such time as the inspector has been approved at that location by an authorized representative of the Department of Public Safety.

02.10.00 CERTIFIED INSPECTORS

10.01 Duties and Responsibilities

1. Will conduct, as promptly as possible, a thorough and efficient inspection of any vehicle for which the station holds an endorsement to inspect. Such inspection must be performed in the manner prescribed by the Department.

2. Will affix an official inspection certificate to an approved vehicle. The certified inspector is placing a "certificate of safety" on that vehicle indicating the vehicle has passed the standards of the Texas Vehicle Inspection Program.

3. Owes a duty to oneself since a life may be jeopardized by errors or carelessness on their part. An inspector owes a duty to their family and to the vehicle owners and operators, for death or serious injury may result if the inspector is indifferent to their duty.

4. Will conduct honest and thorough vehicle identification number certifications and complete the forms only at the official inspection station for vehicles personally inspected in accordance with the rules and regulations contained in this manual.

5. Owes a duty to their employer who has pledged to assist in safeguarding the lives of motorists by ensuring against the operation of unsafe vehicles.

6. Will assume this responsibility and is willing to perform their duty to the very best of their ability and to place safety first and foremost, which is the primary intent of the law.

7. After completing the inspection, the inspector will inform the owner or operator of any equipment that marginally meets inspection requirements. This should include possible future repairs or adjustments which may be necessary to keep the vehicle in safe operating condition.

8. See that required equipment on the vehicle is of an acceptable

able type, is properly adjusted, and meets Department standards.

9. Shall properly discharge their duties at an Official Vehicle Inspection Station and will, at all times, have a Rules and Regulations Manual immediately available for reference.

10. In performing the inspection, the inspectors will remember they assume full responsibility for the quality of the inspection when signing the safety inspection certificate or identification certificate and placing their name on the inspection station report.

11. In completing the reverse side of the inspection certificate and the station weekly report book an inspector's signature is required and cannot be printed.

12. Will always remember they have been certified because they have demonstrated their knowledge, ability, honesty, and integrity when performing safety inspections.

13. Be aware that any deviation from the established rules, regulations, and/or procedures committed by the certified inspector is a violation of the law or regulation.

14. Will refrain from the use of alcohol.

15. Will refrain from the use of drugs in any degree except when prescribed by a licensed physician, providing that normal faculties shall not be impaired.

16. Will make inspections within a reasonable length of time after the vehicle is presented and the inspector will not cause undue delay to the vehicle operator. When an inspection cannot be performed immediately for a justified reason, a proper explanation will be given to the customer as to the reason for the delay in a courteous manner.

17. Will notify the Department representative immediately if driver's license has been suspended or revoked.

18. Will conduct all inspections and affix all inspection certificates at the time of inspection in the approved inspection area of the inspection station location designated on the Certificate of Appointment, with the exception of the road test.

19. Shall always obtain authorization from the vehicle owner or operator prior to making any repairs or adjustments.

20. Will not delegate responsibility of the proper and thorough inspection to any other person.

21. Shall have complete control of the vehicle to be tested during the entire test procedure.

22. Shall maintain a clean and orderly appearance and be courteous and patient in contacts with the public.

23. Will make an actual physical check of vehicle identification numbers paying particular attention to make sure the number is accurate in all cases on both safety inspection certificates and identification certificates.

02.15.00 CRIMINAL VIOLATIONS

All bona fide complaints received by the Department about any inspection station shall be investigated for the purpose of determining whether there has been a violation of the Transportation Code or regulations.

Appropriate action will be taken when it appears from any investigation that the Transportation Code or any regulation included herein has been violated by an inspection station or its agents or employees.

The Transportation Code states that it is a violation of the law or Rules and Regulations to commit any of the following acts:

1. Issuing an inspection certificate with knowledge that the issuance is in violation of this chapter or rules adopted under this chapter.
2. Falsely or fraudulently representing to the owner or operator of a vehicle that equipment inspected or required to be inspected must be repaired, adjusted, or replaced for the vehicle to pass an inspection.
3. Misrepresenting:
 - a. material information in an application in violation of Section 548.402 or 548.403; or
 - b. information filed with the department under this chapter or as required by department rule;
4. Issuing an inspection certificate:
 - a. without authorization to issue the certificate; or
 - b. without inspecting the vehicle;
5. Issuing an inspection certificate for a vehicle with knowledge that the vehicle has not been repaired, adjusted, or corrected after an inspection has shown a repair, adjustment, or correction to be necessary;
6. Knowingly issuing an inspection certificate:
 - a. for a vehicle without conducting an inspection of each item required to be inspected; or

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b. for a vehicle that is missing an item required to be inspected or that has an item required to be inspected that is not in compliance with state law or department rules;

7. Refusing to allow a vehicle's owner to have a qualified person of the owner's choice make a required repair, adjustment or correction;

8. Charging for an inspection an amount greater than the authorized fee; or

9. Performing an act prohibited by or fails to perform an act required by this chapter or a rule adopted under this chapter.

Unless otherwise prescribed by law, the offense is a Class C misdemeanor. A designated representative of the department may issue a notice of an offense or a notice to appear to a person, including an inspector or inspection station, who violates this chapter or a rule adopted under this chapter.

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[03.05.00 INSPECTION FEES

The maximum inspection fees charged for all vehicles are set by statute. All required inspection items shall be inspected and no more than the statutory fee may be charged.

The inspection fee is chargeable at the time of the original inspection whether the vehicle is approved or disapproved. Every inspection shall be completed before a vehicle is approved or rejected.

The inspection fee may be included in combination with other services or products not related to any item of inspection. Under no circumstances shall an inspection station require purchase or payment for these additional services or products as prerequisite in obtaining an inspection of a vehicle.

The inspection fee may be advertised in conjunction with other products or services not related to any item of inspection. All advertisements of the inspection fee in conjunction or in combination with non-related services or products must clearly state that the purchase of the services or products are not required to obtain the required inspection.

The inspection fee must be billed on work orders as a separate item.

The fee or any portion of the fee, may be waived, or payment deferred, provided advance payment for certificates issued has been made to the Department.

Fees for emissions inspection and maintenance counties will vary according to emission tests performed in that county.

03.10.00 SAFEGUARDING INSPECTION CERTIFICATES, IDENTIFICATION CERTIFICATES, AND NUMBER INSERTS

Official Vehicle Inspection Station owners and operators are responsible for all safety inspection certificates, identification certificates, and number inserts issued to them. Adequate facilities must be provided for the security of all certificates and number inserts. They must be kept under lock and key at all times in a metal box or secure container. Any missing certificate(s), whether lost or stolen or in any way unaccounted for, may be cause for revocation or suspension of the station's Certificate of Appointment.

Upon discovery of a loss or theft of any inspection certificate(s), Official Vehicle Inspection Stations must immediately report such loss or theft to the supervising Department representative.

Reports of lost or stolen inspection certificate(s) will be investigated and if it becomes apparent that improper safeguarding was maintained, revocation or suspension of the inspection station's Certificate of Appointment and/or court action may result. No refund will be allowed for stolen or missing certificates.

Inspection stations cannot furnish, give, loan, or sell inspection certificates to any other inspection station. The failure to have an adequate supply of inspection certificates on hand at an inspection station at all times during the inspection year may be cause for suspension or revocation of the inspection station's Certificate of Appointment.

When the old inspection certificate is removed, it shall be destroyed to prevent reuse. Inspection certificates shall not be transferred to another windshield or reissued. They may only be affixed to the vehicle designated on the inspection station report.

03.15.00 ISSUANCE OF INSPECTION CERTIFICATES

An inspection certificate shall be issued at the time of inspection for every vehicle inspected and approved. The certificates shall be issued in numerical sequence. It is the responsibility of the certified inspector to personally place the proper number insert on the face of the windshield certificate to indicate the month and year in which the certificate will expire.

The reverse side of the windshield inspection certificate will be completed with a laundry marking pen or permanent ink pen giving the information requested and must be signed by the certified inspector making the inspection.

Facsimile signatures or initials are not acceptable.

An inspection certificate shall be voided if it is damaged so as to make it illegible, torn, or if the wrong number insert is used. Write "VOID" across the face of the certificate and enter the number of the voided certificate on the inspection station report. Retain the voided inspection certificate and give to the supervising Department representative.

The inspector who performs the inspection shall place the certificate on the windshield and be especially alert to see that the certificate does not interfere with the vision of the driver through the windshield or any rear-view mirror. Certificates should not be placed on the windshield so as to interfere with the reading of the Vehicle Identification Number from the outside of the vehicle.

The windshield-type inspection certificates, to be properly valid, shall contain number inserts indicating the month and year of expiration, except the annual commercial windshield-type certificates, FMCSR, to be valid, shall have the month and year of expiration punched out.

The motorcycle-trailer and annual commercial trailer inspection certificates, to be properly valid, shall have the month and year of expiration punched out.

NOTE: A passenger car or light truck that qualifies for a two-year inspection certificate is one that is: sold in this state; has not been

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previously registered in this or another state; and on the date of sale is of the current or preceding year model. A "passenger car" means a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate 10 or fewer passengers. A motor home not registered as a commercial vehicle is considered to be a passenger car. A "light truck" means a truck, including a pickup truck, panel delivery truck, or carryall truck, that has a manufacturer's rated carrying capacity of 2000 pounds or less.

03.20.00 INSTRUCTIONS FOR APPLYING INSPECTION CERTIFICATES

20.01 Cars, Trucks, Buses, and School Buses (Windshield-Type)

1. Complete the information required on the back side of the certificate with a laundry marking pen, permanent ink pen or typewriter; signature required by certified inspector making the inspection.
 2. To avoid damage to the pressure sensitive "dry mount decal" type certificate, remove protective face paper slowly from adhesive side of certificate.
 3. Place number inserts with adhesive side up in the location reserved for that purpose on the inspection certificate.
- Number inserts should correspond with the number of the month during which inspection is made and the year in which the inspection certificate is to expire.
4. Certificates are pressure sensitive and must be handled very carefully. They cannot be removed or repositioned after they are placed on any surface.
 5. Be sure that the windshield is free of any oily film. If the surface is wet, be sure to dry it before applying the certificate.

6. Place certificate in position on a clean, dry surface and apply firmly until tightly affixed to the surface, right side up.
 - a. Apply evenly and smooth down thoroughly to remove all air bubbles between certificates and surface.
 - b. Use a plastic or hard rubber squeegee for best results.
7. Many of the newer vehicles are equipped with new inner shield windshields which have a transparent sheet of plastic on the inner surface. This windshield requires special care when removing decals or stickers.
8. The proper application of any inspection certificate is very important to ensure adherence.

20.02 Motor Vehicles With Windshields (Cars, Trucks, Buses, and School Buses). If the motor vehicle has a windshield, the inspection certificate shall be attached firmly to the lower left-hand inside corner of the windshield as viewed from the driver's seat as close to the frame as possible. The certificate must be applied to the inside of the windshield and can only be affixed to a vehicle in the approved inspection area of the Official Vehicle Inspection Station by the certified inspector who made the inspection. Certificates cannot be issued or affixed to vehicles at any other area or location.

Any other certificate, decal, or sticker, such as a parking permit, property owner identification, etc., must be removed if it is in the lower left-hand corner of the windshield where the Texas inspection certificate is required to be affixed. The vehicle owner or operator shall be advised that the Department designates this location for the inspection certificate and that they should obtain a replacement permit or decal and locate it in another location on the vehicle.

Do not remove the old inspection certificate until immediately prior to placing the new certificate on the windshield.

20.03 Motor Vehicles Without Windshields (Cars, Trucks, Buses, and School Buses). If the motor vehicle is not equipped with a windshield, the certificate will be completed on the reverse side and given to the operator of the vehicle. Instruct owner or operator to keep the certificate in their possession and present it on demand. All inspection stations and certified inspectors are instructed to remove and reverse the face paper and adhere it to the certificate so that it cannot be used again for some other vehicle.

20.04 Certificate Mounting Procedures for Motorcycles, Motor-Driven Cycles, and Mopeds

1. **On the Vehicle** (Optional). Punch the month of issuance and year of expiration. Remove the certificate's back paper and attach the certificate face up on the vehicle's rear fender or any other visible location on the rear near its license plate.

Place the certificate in place and apply firmly. OR

2. **Backing Plate** (Optional - to be furnished by cycle owner). Punch the month of issuance and year of expiration. Remove the certificate's back paper and attach the certificate face up on the backing plate which is mounted on the cycle near the license plate for this purpose. Place the certificate in place and apply firmly.

3. **Other Provisions - Motorcycles, Motor-Driven Cycles, and Mopeds.** Reject the vehicle if no fender or optional location is available for applying the inspection certificate.

20.05 Certificate Mounting Procedures for Trailers, Semitrailers, Pole Trailers, Mobile Homes, and Converter Dolly

1. **On the Vehicle** (Optional). Punch the month of issuance and year of expiration. Remove the inspection certificate's back paper and attach the certificate face up on a clean metal surface at or near the left front or side of the trailer. Place the inspection certificate in place and apply firmly. On pole trailers, attach to the left front or side of the rear bolster. OR

2. **Metal Plate or Holder** - Backing plate or metal certificate holder (optional - to be furnished by vehicle owner). Punch the month of issuance and year of expiration. Remove the certificate's back paper and attach the certificate face up on the clean metal surface of the plate or holder. The plate or holder should be mounted at or near the left front or side of the trailer. On pole trailers, attach to the left front or side of the rear bolster. On the backing plate, place the inspection certificate in place and apply firmly.

NOTE: On mobile homes and travel trailers the certificate may be mounted on a window located at or near the left front or side of the vehicle.

NOTE: On House Moving Dollies, the owner must furnish a metal backing plate or metal certificate holder which shall be mounted at or near the license plate for the purpose of attaching the certificate.

03.25.00 EXPIRATION OF INSPECTION CERTIFICATES

The certificate of inspection shall not be valid after the end of the 12th month in which the vehicle was last inspected (24th month for two-year certificates).

Enforcement on expired inspection certificates shall begin after the fifth day following the expiration of the period designated for the inspection indicated by the month and year on the certificate.

03.30.00 MISTAKES ON INSPECTION CERTIFICATES

If an inspector makes a mistake on an inspection certificate, it shall be voided and a new inspection certificate issued at no charge.

03.35.00 DUPLICATE INSPECTION CERTIFICATES

No duplicate inspection certificate can be issued. If a certificate is lost, stolen, or mutilated, the vehicle must be submitted for another inspection.

03.40.00 REFUNDS OF UNUSED INSPECTION CERTIFICATES

All applications for refunds of inspection certificates shall be picked up by the Department representative.

All unused inspection certificates must be returned or accounted for to the Department of Public Safety. Refunds will be made covering all unused inspection certificates when the Department changes certificate design or when an inspection station goes out of business or its inspection privileges are suspended or revoked. A refund for the unused certificates will be issued as soon as is practicable.

The count of the Department for returned certificates shall be accepted as final. An Official Vehicle Inspection Station must account for all inspection certificates issued and received.

No refunds will be allowed for stolen or missing certificates.

03.45.00 INSPECTION REFUSALS

No Official Vehicle Inspection Station during approved business hours shall refuse to inspect a vehicle that is presented for inspection. Official Vehicle Inspection Stations will be required to inspect only those types of vehicles authorized by the endorsement(s) to their Certificate of Appointment.

A vehicle inspection station must refuse to inspect any motor vehicle for which no evidence of financial responsibility is presented or if the motor vehicle is too large for the inspection station entrance except trailers, semitrailers, mobile homes, motor homes and other vehicles which are too large for standardized inspection bays need not be inspected within the inspection building. However, these types of vehicles must be inspected near the inspection building in a space approved by the Department representative.

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04.05.00 INSPECTION ITEMS FOR VEHICLE CLASSES**05.01 Inspect Every Passenger Car For: (Listed in suggested order of inspection)**

* Check for evidence of Financial Responsibility

1. Horn
2. Windshield Wipers
3. Mirror
4. Steering
5. Seat Belts
6. Brakes (system) (Parking - beginning with 1960 models)
7. Tires
8. Wheel Assembly
9. Exhaust System
10. Exhaust Emission System (beginning with 1968 models)
11. Beam Indicator (beginning with 1948 models)
12. Tail Lamps (2); (1) if 1959 model or earlier
13. Stop Lamps (2); (1) if 1959 model or earlier
14. License Plate Lamp (1)
15. Rear Red Reflectors (2)
16. Turn Signal Lamps (beginning with 1960 models)
17. Head Lamps (2)
18. Motor, Serial, or Vehicle Identification Number
19. 1988 & newer - inspect for window tinting or coating
20. Gas caps on vehicles 2-24 model years old.

05.02 Inspect Every Pickup, Panel, or Truck Under 80 Inches Wide For: (Listed in suggested order of inspection)

* Check for evidence of Financial Responsibility

1. Horn
2. Windshield Wipers

3. Mirror
4. Steering
5. Seat Belts
6. Brakes (system) Parking - (beginning with 1960 models)
7. Tires
8. Wheel Assembly
9. Safety Guards or Flaps (if four tires or more on rearmost axle)
10. Exhaust System
11. Exhaust Emission System (beginning with 1968 models)
12. Beam Indicator (beginning with 1948 models)
13. Tail Lamps (2); (1) if 1959 model or earlier
14. Stop Lamps (2); (1) if 1959 model or earlier
15. License Plate Lamp (1)
16. Rear Red Reflectors (2)
17. Turn Signal Lamps (beginning with 1960 models) (measure if 1959 model or earlier)
18. Head Lamps (2)
19. Motor, Serial, or Vehicle Identification Number
20. 1988 & newer - inspect for window tinting or coating
21. Gas caps on vehicles 2-24 model years old.

Overall width is determined by measuring from the widest part on one side to the widest part on the other side of the vehicle. In some vehicles this may be the dual wheels which would be considered as part of the width. Do not include an outside mirror or mirrors in determining overall width.

[05.03 Inspect Every Truck 80 Inches or More in Overall Width For: (Listed in suggested order of inspection) Refer to Federal Motor Carrier Safety Regulations, if required.

* Check for evidence of Financial Responsibility

1. Horn
2. Windshield Wipers

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3. Mirror
4. Steering
5. Seat Belts
6. Brakes system (Parking - beginning with 1960 models)
7. Tires
8. Wheel Assembly
9. Safety Guards or Flaps (if four tires or more on rearmost axle)
10. Exhaust System
11. Exhaust Emission System (beginning with 1968 models)
12. Beam Indicator (beginning with 1948 models)
13. Tail Lamps (2); (1) if 1959 model or earlier
14. Stop Lamps (2); (1) if 1959 model or earlier
15. License Plate Lamp (1)
16. Rear Red Reflectors (2)
17. Turn Signal Lamps
18. Clearance Lamps
19. Side Marker Lamps
20. Side Reflectors
21. Head Lamps (2)

(Refer to Reference Section as per lighting diagrams and as applicable to the particular style of truck being inspected.)

22. Motor, Serial, or Vehicle Identification Number
23. 1988 & newer - inspect for window tinting or coating
24. Gas caps on vehicles 2-24 model years old.

Overall width is determined by measuring from the widest part on one side to the widest part on the other side of the vehicle. In some vehicles this may be the dual wheels which would be considered as part of the width. Do not include an outside mirror or mirrors in determining overall width.

05.04 Inspect Every Truck-Tractor For: (Listed in suggested order of inspection) Refer to Federal Motor Carrier Safety Regulations, if required.

* Check for evidence of Financial Responsibility

1. Horn
2. Windshield Wipers
3. Mirror
4. Steering
5. Seat Belts
6. Brakes (system) Parking - (beginning with 1960 models)
7. Tires
8. Wheel Assembly
9. Exhaust System
10. Exhaust Emission System (beginning with 1968 models)
11. Beam Indicator (beginning with 1948 models)
12. Tail Lamps (2); (1) if 1959 model or earlier
13. Stop Lamps (2); (1) if 1959 model or earlier
14. Rear Red Reflectors (2)
15. Turn Signal Lamps
16. Cab Lamps (2)
17. Head Lamps (2)
18. Motor, Serial, or Vehicle Identification Number
19. 1988 & newer - inspect for window tinting or coating
20. Gas caps on vehicles 2-24 model years old.

Definition of a Truck-Tractor. Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

NOTE: License plate lamp required if the truck-tractor has a rear license plate.

[**05.05 Inspect Every Bus (Except School Bus), or Motor Home For:** (Listed in suggested order of inspection) Refer to Federal Motor Carrier Safety Regulations, if required.

[**NOTE:** A Motor Home less than 80 inches in overall width will be inspected for the items required on a passenger car.

NOTE: No bus, motor coach, or motor home shall be altered in any manner to lower the road clearance of the vehicle below the manufacturer's clearance standards.

*Check for evidence of Financial Responsibility

1. Horn
 2. Windshield Wipers
 3. Mirror
 4. Steering
 - [5. Seat Belts
 6. Brakes (system) Parking - (beginning with 1960 models)
 7. Tires
 8. Wheel Assembly
 9. Exhaust System
 10. Exhaust Emission System (beginning with 1968 models)
 11. Beam Indicator (beginning with 1948 models)
 12. Tail Lamps (2)
 13. Stop Lamps (2)
 14. License Plate Lamp (1)
 15. Rear Red Reflectors (2)
 16. Turn Signal Lamps
 17. Clearance Lamps
 18. Side Marker Lamps
 19. Side Reflectors
 20. Head Lamps (2)
- (Refer to Reference Section as per lighting diagrams and as applicable to the particular style of bus being inspected.)
21. Motor, Serial, or Vehicle Identification Number

05.06 Inspect All Trailers, Semitrailers, Pole Trailers, or Mobile Homes Exceeding 4,500 Pounds Actual Gross Weight

or Registered Weight For: (Listed in suggested order of inspection) Refer to Federal Motor Carrier Safety Regulations, if required.

* Check for evidence of Financial Responsibility on towing vehicle

1. Brakes (system) (If gross weight exceeds 4,500 pounds)
2. Tires
3. Wheel Assembly
4. Safety Guards or Flaps (if four tires or more on rearmost axle) Pole trailers exempt.
5. Tail Lamps (2)
6. Stop Lamps (2)
7. License Plate Lamp (1)
8. Rear Red Reflectors (2)
9. Turn Signal Lamps
10. Clearance Lamps
11. Side Marker Lamps
12. Side Reflectors
13. Side Marker Lamps and Reflectors (30 feet or more in overall length)

(Refer to Reference Section as per lighting diagrams and as applicable to the particular trailer being inspected.)

14. Serial or Vehicle Identification Number

NOTE: On House Moving Dollies and Converter Dollies, the only items of inspection are:

- a. Brakes (on converter dollies only)
- b. Tires
- c. Wheel Assembly
- d. Coupling Devices (on converter dollies)
- e. Reflector, rear, red (2), one on each side
- f. Tail lamps, rear, red (2), one on each side
- g. Stop lamps, rear red (2), one on each side

(Refer to reference section as per lighting diagram)

05.07 Inspect Every Motorcycle and Motor-Driven Cycle For:
(listed in suggested order of inspection)

* Check for evidence of Financial Responsibility

1. Horn
2. Mirror
3. Steering
4. Brakes (system)
5. Tires
6. Wheel Assembly
7. Exhaust System
8. Tail Lamp (1)
9. Stop Lamp (1)
10. License Plate Lamp
11. Rear Red Reflector (1)
12. Head Lamp (1)
13. Motor, Serial, or Vehicle Identification Number

Definitions:

Motorcycle: Every motor vehicle having a saddle for the use of the rider and designed to propel itself with not more than three wheels in contact with the ground but excluding a tractor.

Motor-Driven Cycle: Every motorcycle with a motor which has an engine piston displacement of not more than 125cc.

05.08 Inspect Every Moped For: (Listed in suggested order of inspection)

* Check for evidence of Financial Responsibility

1. Brake
2. Head Lamp
3. Reflector
4. Rear Lamp

Definition of a Moped: Moped means a motor-driven cycle whose speed attainable in one mile is not more than 30 mph and that is equipped with a motor that produces not more than two-brake horsepower. If an internal combustion engine is used, the piston displacement may not exceed 50cc and the power drive system may not require the operator to shift gears.

05.09 Inspect Every School Bus For: (Listed in suggested order of inspection) Refer to Federal Motor Carrier Safety Regulations, if required.

* Check for evidence of Financial Responsibility - unless government owned.

1. Horn
2. Windshield Wipers
3. Mirror
4. Steering
5. Seat Belts (driver only)
6. Brakes (system) Parking - (beginning with 1960 models)
7. Tires
8. Wheel Assembly
9. Exhaust System
10. Exhaust Emission System (beginning with 1968 models)
11. Beam Indicator (beginning with 1948 models)
12. Tail Lamps (2)
13. Stop Lamps (2)
14. License Plate Lamp (1)
15. Rear Red Reflectors (2)
16. Turn Signal Lamps
17. Clearance Lamps
18. Side Marker Lamps
19. Side Reflectors

20. Red Warning Lamps (2 front - 2 rear - alternately flashing)

(Refer to Reference Section as per lighting diagrams and as applicable to the particular bus being inspected.)

21. Signs ("**SCHOOL BUS**" 8 inches in height on front and on rear of bus)

22. Fire Extinguisher (one quart chemical)

23. Head Lamps (2)

24. Exterior Crossover (Convex) Mirror

25. Motor, Serial, or Vehicle Identification Number

26. Gas caps on vehicles 2-24 model years old.

Definition of a School Bus: Every motor vehicle that complies with the color and identification requirements set forth in the most recent edition of standards as produced and sponsored by the National Commission on Safety Education of the National Education Association, Washington, D.C., and is being used to transport children to or from school or in connection with school activities, not including buses operated by common carriers in urban transportation of schoolchildren.

05.10 Special Requirements for School Buses Only

In addition to all other equipment required by law as determined by size, weight, or vehicle class, school buses are required to be equipped with the following items:

1. Signs on the front and on the rear of the vehicle showing the words "**SCHOOL BUS**" in plainly readable letters not less than 8 inches in height.
2. At least one quart of chemical-type fire extinguisher in good condition and conveniently located for immediate use.
3. School bus **RED** signal lamps mounted as high and as widely spaced laterally as practicable, which should be capable of displaying to the front, two alternately flashing **RED** lights located at the same level AND to the rear, two alternately flashing **RED** lights located at the same level. These lights should have sufficient intensity to be visible at 500 feet in normal sunlight. These lamps are intended to identify a vehicle as a school bus and to inform other users of the highway that such vehicle is stopped on the highway to take on or discharge schoolchildren.
4. One or more exterior (crossover) mirror of convex design mounted at or near the front of the school bus and adjustable to give the driver, at all times when seated in the driver's seat, a clear view of the ground or roadway immediately ahead of the front bumper and beside the front wheels of the school bus. Crossover mirror(s) is required on all school buses no matter how the design of the bus.

Inspect For and Reject If:

1. All equipment required by size, weight, or class of the vehicle does not meet requirements.
2. Signs are not present, readable, and of proper height.
3. Fire extinguisher is not of required capacity, proper type, or in good condition and properly located.
4. School bus **RED** signal lamps are not present, properly working, and in good condition.
5. Crossover mirror mounting is loose or will not adjust to different positions or will not hold firm after adjustment.
6. Crossover mirror offers unsafe interference with driver's forward vision or hides either front turn signal from view of oncoming driver.
7. Crossover mirror's reflective surface is cracked, broken, peeled, or tarnished, or has sharp edges.

NOTE: Some school buses may be equipped with 8 warning

signal lamps, 4 red and 4 amber, working in an automatic integrated system. This system of alternately flashing warning lamps will be accepted provided it has 2 red lamps on the front and 2 red lamps on the rear.

04.10.00 PRIOR TO INSPECTION

The owner or operator of a vehicle shall present evidence of Financial Responsibility to the inspection station in one of the following ways:

1. A liability insurance policy, or a copy of the policy, in at least the minimum amounts required by law.
2. A standard proof of liability insurance form promulgated by the Texas Department of Insurance and issued by a liability insurer that includes:
 - a. the name of the insurer;
 - b. the insurance policy number;
 - c. the policy period (dates of coverage must be **30-day** minimum);
 - d. the name and address of each insured person;
 - e. the policy limit or a statement that the coverage of the policy complies with at least the minimum amounts of liability insurance required by this Act; and
 - f. the make and model of each covered vehicle.
3. An insurance binder that confirms that the owner and/or operator is in compliance.
4. A copy of a certificate issued by the Department of Public Safety that shows that the vehicle is covered by self-insurance.
5. A certificate (or copy) issued by the State Treasurer that shows that the owner of the vehicle has on deposit with the treasurer money or securities in at least the amount required by law.
6. A certificate (or copy of a certificate) issued by the Department of Public Safety that shows that the vehicle is a vehicle for which a bond is on file with the Department.
7. A copy of a certificate issued by the County Judge where the vehicle is registered that shows that the owner has on deposit, cash or a cashier's check in at least the amount required by law.

NOTE: Evidence of Financial Responsibility must be fur-

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nished for the TOWING VEHICLE of any trailer, semitrailer, or pole trailer presented for inspection.

NOTE: A non owner's policy is not acceptable as evidence of Financial Responsibility.

NOTE: Proof of Financial Responsibility from another state is acceptable.

An inspection certificate may not be issued for a vehicle for which the owner or operator fails to furnish the required evidence of Financial Responsibility.

1. Vehicles exempt from this requirement:

- a. GOVERNMENT VEHICLES (U.S., State-Texas, county, city, or other political subdivision)
- b. Vehicles registered to volunteer fire departments
- c. Antique vehicles

04.15.00 INSPECTION REQUIREMENTS

Every vehicle which is registered in this state and operated on the highways of this state is required to be inspected.

15.01 Vehicles Exempt from Inspection

1. Equipment:

- a. Road-Building Equipment
- b. Farm Machinery
- *c. Trailers
- *d. Semitrailers
- *e. Pole Trailers
- *f. Mobile Homes
- g. Any Vehicle required to Display a Slow-Moving Vehicle Emblem

*When the actual gross weight or registered gross weight is 4,500 pounds or less.

2. A vehicle with one of the following type Texas license plates:

- a. Paper Dealer Demonstration/In-transit/Converter Tag
- b. Parade License
- c. Former Military Vehicle License
- d. In-Transit License
- e. Machinery License
- f. Disaster License
- g. Farm Trailer License
- h. Permit License
- i. Antique License
- j. Charitable Organization Tag
- k. All-Terrain Vehicle Validation Sticker

3. A vehicle with one of the following Texas permits:

- a. Factory Delivery Permits
- b. Prorate Tabs
- c. One-Trip Permits
- d. Temporary 24-Hour Permits
- e. Mobile drilling and servicing equipment used in gas, oil, or crude production having a 72- or 144-Hour Permit

15.02 General Inspection Requirements

1. City, county, state or federally owned vehicles, if licensed with Texas plates, require inspection and they must meet the same requirements of any other vehicle of that same size, weight, etc. (**Example:** Fire trucks, garbage trucks, ambulances, police vehicles, and others; except that these vehicles are exempt from evidence of Financial Responsibility requirements.) (See 04.10.00.)

2. In inspecting trailers, semitrailers, pole trailers, and mobile homes, these vehicles will be considered a separate vehicle whether used in connection with a motor vehicle or not and will require a separate inspection and certificate. A separate fee shall be charged for each vehicle inspected.

3. Each inspection shall be a complete inspection performed by a certified inspector and shall include a check of all the items in the Rules and Regulations Manual, except that a

[reinspection of a rejected vehicle by the same station within 15 days of the initial inspection that resulted in rejection need only check the items previously found defective, unless any other obvious defects are noted. A vehicle NOT inspected because of no evidence of Financial Responsibility will not be considered as rejected and no fee will be charged. Once the inspection on a vehicle has begun, it must be completed whether or not the vehicle is passed or rejected.

4. All inspections must be made only at the approved inspection areas at the location approved by the Texas Department of Public Safety.

5. All persons used as inspectors shall be certified by the Texas Department of Public Safety. If a certified inspector changes their place of employment, the inspector certification ceases and the Department representative must be notified immediately. Each inspection shall be performed by a properly certified inspector.

6. Inspections may be made while it is raining or snowing. Care must be exercised when making inspections during inclement weather. Road (brake) tests will be permitted with due care when it is raining or when braking surfaces are wet. No road (brake) tests are permitted on icy road test areas.

7. No duplicate safety inspection certificates can be issued. If a certificate is lost, stolen, or mutilated, the vehicle must be submitted for another inspection and subject to statutory fee.

8. Refusing to inspect a vehicle submitted for inspection without sufficient cause or the careless inspection and willful violation of the inspection requirements may result in suspension of the Certificate of Appointment and possible court action.

9. Vehicles not registered in the state of Texas may be inspected, but shall not be issued a Texas vehicle inspection certificate unless they meet Texas' requirements, including evidence of Financial Responsibility.

10. Complete Vehicle Identification Number or serial number shall be listed on the inspection station report, on the identification certificate, and on the reverse side of the safety inspection certificate in the space provided for same. If no number is on the vehicle, show "None."

11. Fleet Station: An Official Vehicle Inspection Station to which the Department has granted authority to inspect only those vehicles which are owned by, or under bona fide lease to or under service contract to, the company in whose name the fleet inspection station license is issued.

12. Governmental Station: An Official Vehicle Inspection Station to which the Department has granted authority to inspect only those vehicles which are owned and operated by the political subdivision and agency of the state and in whose name

the governmental vehicle inspection station's Certificate of Appointment is issued.

13. Each Official Vehicle Inspection Station must inspect every vehicle (according to endorsement) presented for inspection as prescribed by the rules and regulations, either rejecting or approving it. A vehicle rejected by one inspection station may be reinspected by another inspection station if the vehicle owner desires to have this done, and is willing to pay an additional fee.

14. Any vehicle coming under the provisions of the Vehicle Inspection Act that is involved in an accident which results in apparent property damage or affects the safety of said vehicle in the items covered under the Vehicle Inspection Act must be reinspected after adequate repairs are made. The required fee shall be collected.

15. Safety inspection certificates and identification certificates must be affixed to or issued to a vehicle ONLY by the certified inspector within the approved area of inspection in the inspection station where he is certified to inspect.

16. Foreign-made, as well as American-made, motor vehicles must comply with all the vehicle inspection requirements, including lighting equipment meeting Department standards.

17. Reports of violations of the Vehicle Inspection Act or of these rules and regulations will be investigated. When such reports are found to be justified they may result in the suspension of the inspection station, possible court action, or other appropriate action. Repeated violations or serious violations may result in the revocation of the appointment by the Department or action against the certified inspector.

18. The term "inspection" as herein used shall not include repairs or adjustments. Repairs or adjustments necessary to bring the vehicle into conformity with these regulations may be made by agreement between the vehicle owner and such inspection station or whatever repair shop the vehicle owner may select. Total charges for inspection, repairs, and adjustments, including any state sales tax, must be reported on the inspection station report.

19. All vehicles owned by the federal government shall be exempt from all provisions of the Vehicle Inspection Act or rules and regulations, except those which are registered in Texas and display Texas registration plates.

20. Vehicles that are temporarily out of the state and not conveniently available for inspection during the month designated by the inspection certificate must be presented for inspection immediately upon return to the state.

21. Each vehicle that meets the requirements as set forth in these regulations shall be issued an approval certificate.

Those vehicles that do not meet the inspection requirements must be issued a rejection receipt.

15.03 Foreign Vehicles

The inspection of vehicles applies to foreign-made motor vehicles as well as American-made motor vehicles. However, there are some foreign-made vehicles that cannot be inspected in the usual manner. Therefore, when inspecting those foreign-made vehicles, you are authorized to follow the Department's recommendation for inspection and to reject any vehicle for an item that is worn, missing, broken, or defective in any manner that exceeds the Department's tolerance for replacement.

Many of these vehicles are not export models and, therefore, are equipped with lighting and other devices that do not meet standards adopted by the Texas Department of Public Safety. All devices must meet applicable Department standards. In cases where those devices do not comply with the inspection requirements, legal devices must be installed. Head lamps on those vehicles must be of a type acceptable by the Department before an inspection certificate can be issued.

15.04 Miniature Vehicles

These miniature vehicles (mini-bikes, go-carts, or toy class vehicles) must pass the inspection requirements and obtain an inspection certificate before being operated on the streets and highways of this state.

Such vehicles with not more than three wheels in contact with the ground will be inspected as motor-driven cycles. All others will be inspected as passenger cars.

Before an inspection certificate is issued to one of these vehicles, be absolutely sure that it meets all inspection requirements for the class vehicle and is equipped with acceptable lighting devices that meet Department standards.

All-Terrain Vehicles (ATV) cannot be inspected regardless of how equipped. This class vehicle is not designed for use on public roads.

15.05 Mopeds

Definition: Moped means a motor-driven cycle whose speed attainable in one mile is not more than 30 mph and that is equipped with a motor that produces not more than two-brake horsepower. If an internal combustion engine is used, the piston displacement may not exceed 50cc and the power drive system may not require the operator to shift gears.

NOTE: A moped will be issued a regular motorcycle registration plate by the Texas Department of Transportation.

NOTE: The only items of inspection on a moped will be the brake, head lamp, rear lamp, and reflector.

15.06 Reconstructed or Rebuilt Vehicles

All vehicles used on the public highways are required to meet all of the state equipment laws and requirements; therefore, reconstructed or rebuilt vehicles which are using the public highways are also expected to meet all of the state equipment laws and regulations. Reconstructed or rebuilt vehicles in many instances fail to meet state requirements and, therefore, are not legal for use on the public highways.

All reconstructed or rebuilt vehicles (sand or dune buggies or hot rods) must comply with inspection requirements for the class of motor vehicle it is being inspected as, such as car, truck, motorcycle, or motor-driven cycle.

Be sure to check reconstructed or rebuilt vehicles for all required items of inspection with particular attention to the lighting devices. Head lamps shall be of a type acceptable by the Department. No modifications are allowed that will change the original design or performance of any lamp. Only acceptable automobile head lamps may be used on cars and trucks. Either the 7-inch head lamps or both dual head lamps (type 1 and type 2) may be used. Only acceptable motorcycle head lamps may be used on motorcycles, motor-driven cycles, and mopeds.

All lighting devices must be of an acceptable type that meet Department standards and must comply with the mounting heights as specified in the inspection requirements.

The year model of a reconstructed vehicle will be the same year in which it was reconstructed and not the year of original manufacture. Therefore, the inspection requirements would be for the model year of the vehicle (same as the year of reconstruction) or the year model of the engine itself, whichever is the later model.

Motor vehicles used for competitive racing, such as modified stock cars, dragsters, and hot rods may be inspected. When such a vehicle is presented for inspection, all rules and regulations regarding the inspection of the vehicle will apply. This applies to brake requirements, exhaust systems, as well as any other item required in these provisions.

15.07 Multi-Purpose Vehicles

Multi-purpose passenger vehicle means a motor vehicle with power, except a trailer, designed to carry 10 persons or less

which is constructed either on a truck chassis or with special features for occasional off-road operation. Lighting and reflector requirements for this type vehicle would refer to diagrams of similar type vehicle such as bus or van-type truck. The type of registration plate is not a determining factor in the number of lighting devices required for inspection purposes.

15.08 Vehicles Equipped to Use Liquefied Gas as a Fuel. No certificate of safety inspection may be issued by any inspector or inspection station for a motor vehicle equipped with a carburetion device permitting the use of liquefied gas alone or interchangeably with other fuels, unless a currently valid liquefied gas tax decal issued by the Comptroller of Public Accounts is affixed to the lower right-hand corner of the front windshield of the vehicle on the passenger's side. Vehicles operated by a public school district or county are exempt from this requirement.

NOTE: Certain commercial vehicles with apportioned registration may be exempt from the liquefied gas tax decal requirement if they present an exemption letter issued by the Comptroller's office. The exemption letter will identify the vehicle by Vehicle Identification Number (VIN), license number, and must be furnished to inspector prior to inspection.

15.09 Unsafe Vehicles. It is a violation of the Transportation Code for any person to drive or move on any highway any motor vehicle, trailer, semitrailer, pole trailer, mobile home, or combination thereof unless the equipment upon any and every said vehicle is in good working order and adjustment as required in this Act and said vehicle is in such safe mechanical condition as not to endanger the driver or other occupant or any person upon the highway. It is also a violation for any person to drive or move or for the owner to cause or to permit to be moved on the highway any vehicle, or combination of vehicles, which is in unsafe condition as to endanger any person, or which does not contain those parts or is not at all times equipped with such lamps and other equipment in proper condition and adjustment as required by law, or which is equipped in any manner in violation of the law, or for any person to do any act forbidden or fail to perform any act required by law.

15.10 Special Lighting Devices and Reflector Requirements. The law describes certain lamps and reflectors that certain vehicles must have regardless of whether or not those vehicles are operated at night. The law further states that when these vehicles are operated at night all of these prescribed lamps must be burning.

Any lighting device, lens and/or reflector used on a vehicle must meet standards adopted by the Texas Department of Public Safety for that particular use.

Whenever a requirement is declared as to the mounted height of lamps or devices, it shall mean from the center of such lamp or device to the level ground upon which the vehicle stands when such vehicle is without a load.

Whenever requirement is declared as to visibility distance from which certain lamps and devices shall render objects visible or within which such lamps or devices shall be visible, these provisions shall apply at nighttime in respect to a vehicle without a load when upon a straight, level, unlighted highway under normal atmospheric conditions unless a different time or condition is expressly stated.

REJECT ANY VEHICLE PRESENTED FOR INSPECTION WHICH IS NOT EQUIPPED WITH ALL THE LAMPS AND DEVICES PRESCRIBED REGARDLESS OF HOW AND WHEN THE VEHICLE IS OPERATED.

15.11 Commercial Motor Vehicle Inspection Program. The term "commercial motor vehicle" means a self-propelled or towed vehicle, used to transport persons or property that is used on a public highway to transport passengers or cargo if:

1. the vehicle or combination of vehicles has a gross weight, registered weight, or gross weight rating of more than 26,000 pounds; or
2. the vehicle is a farm vehicle with a gross weight, a registered weight, or a gross weight rating of more than 48,000 pounds; or
3. the vehicle is designed to transport more than 15 passengers, including the driver; or
4. the vehicle is used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act; or
5. the vehicle or combination of vehicles has a gross weight rating of more than 10,000 pounds and is operated in interstate commerce and registered in this state.
6. the vehicle is a school bus that will operate at a speed authorized by the Texas Transportation Code; or
7. the vehicle is a school activity bus that has a gross weight, registered weight, or gross weight rating of more than 26,000 pounds, or is designed to transport more than 15 passengers, including the driver.

15.12 Acceptance of Out-of-State Commercial Vehicle Inspection Certificates. A valid commercial vehicle inspection certificate issued outside of Texas is acceptable on a Texas-registered vehicle.

Valid out-of-state inspection certificates will not be honored on commercial vehicles required to be registered in this state.

04.20.00 DETAILS OF INSPECTION

All items of inspection enumerated will be covered which are required to be inspected in accordance with the Texas Vehicle In-

04.20.01 - 20.02

spection Act and these rules and regulations prior to the affixing of an inspection certificate on a vehicle.

During the brake/road test of a vehicle requiring a Commercial Driver License (CDL) the certified inspector may ride in the vehicle driven by its operator observing the braking performance at the brake test area, provided the inspector is not licensed to operate the class vehicle presented for inspection.

Any vehicle presented for inspection that is modified for use by a disabled person may be driven by the operator with the certified inspector riding and observing during the road test portion of the inspection.

NOTE: The following items of inspection are listed alphabetically.

20.01 Beam Indicator. Every new motor vehicle registered in this state after January 1, 1948, other than a motorcycle or a motor-driven cycle, which has multiple beam road lighting equipment, shall be equipped with a beam indicator (no certain color required) which shall be lighted whenever the uppermost distribution of light from the head lamp is in use, and shall not be otherwise lighted. Said indicator shall be so designed and located that when lighted it will be readily visible without glare to the driver of the vehicle so equipped.

1. Inspection Procedure. Check operation and condition visually.
2. Inspect for and reject if: (When required)
 - a. Vehicle not equipped with a beam indicator.
 - b. Improper switching indication.
 - c. Produces glaring light.
 - d. Inoperative for any reason.

20.02 Brakes. Every passenger car, truck, bus, school bus, and motorcycle shall be equipped with brakes acting on all wheels except:

1. Motor-driven cycles, motor scooters, motorcycle sidecars, or mopeds.
2. Trucks and truck tractors (manufactured prior to 1981) having three or more axles need not have brakes on the front wheels, except that when such vehicles are equipped with at least two steerable axles, the wheels on one steerable axle need not have brakes. However, such trucks and truck tractors must be capable of complying with the performance requirements of this Act.
3. Any vehicle being towed in a driveaway or towaway operation, provided the combination of vehicles is capable of complying with the brake performance requirements, does not require brakes acting on all wheels.

Definition of Terms:

Brake System: A combination of one or more brakes and their related means of operation and control.

Service Brake System: A brake system used for retarding, stopping, and controlling the vehicle under normal operating conditions. This brake is sometimes referred to as "foot brake."

Parking Brake System: A brake system used to hold and maintain the vehicle in a stationary position. (A positive mechanical means is employed to hold the brake applied when the vehicle is unattended.)

Pedal Reserve: As applied to hydraulic, mechanical, or power assisted hydraulic brakes, this is the amount of distance (total pedal travel) left in reserve when the pedal is depressed to the brake-applied position. (The purpose of the pedal reserve check is to ascertain the degree of the brake adjustment and to demonstrate satisfactory brake actuating system condition).

Equalization: Brakes shall be so adjusted as to operate as equally as practicable with respect to the wheels on the opposite sides of the vehicle.

Driveaway-Towaway Operation: Any operation in which any motor vehicle, trailer, or semitrailer, singly or in combination, new or used, constitutes the commodity being transported when one set or more of wheels of any such vehicle are on the roadway during the course of the transportation, whether or not any such vehicle furnishes the motor power.

4. Inspection Procedure. Service brake performance tests should be conducted on a substantially level, hard, smooth surface road or area that is free from loose material, oil, or grease. Using the service brake only, the stopping ability of the vehicle should be tested by one of the following methods.

a. Service Brake Test

1) On Road (Decelerometer): Mount an approved decelerometer at centerline of vehicle. Level the decelerometer. At a speed of 20 mph apply service brake firmly. Observe decelerometer reading.

2) On Road (Road Test): At a speed of 20 mph apply service brakes firmly. Observe whether a vehicle comes to a smooth stop within the distance prescribed by the chart, "Required Brake Performance." Inspector should have firm control of the steering wheel throughout the test.

3) **Platform Tester:** Drive vehicle onto “drive-on-and-stop” platform tester. Apply brakes firmly at a speed from 4-8 mph without wheel lockup. All braking action must take place on the platforms.

NOTE: Front-wheel drive vehicles are to be checked by road test only unless a platform tester **specifically approved** by the Department to test front-wheel drive vehicles is used.

These machines may be used to inspect the relative effectiveness of each wheel. There should be braking action on all wheels and the action on any one wheel should be 75 percent or more of the action on the other wheel on the same axle.

4) **Roller-Type Brake (Dynamometer-Force Measuring Type):**

- a) Adjust tire inflation to recommended values.
- b) Position vehicle on dynamometer rolls and begin test.
- c) Follow Department's recommended testing procedures.

b. Test Brake Hydraulic System for Leakage.

While vehicle is stopped, inspector should be able to apply a moderate foot force (40-60 pounds in nonpowered systems and 15-20 pounds in power assisted systems).

c. Test Pedal Reserve.

While the vehicle is stopped, depress brake pedal under moderate foot force (40-60 pounds in nonpowered systems and 15-20 pounds in power assisted systems).

d. Condition of Vacuum System.

Visually inspect system for collapsed, broken, badly chafed and improperly supported hoses and tubes, and loose or broken hose clamps.

5. Inspect Service Brakes for and reject if:

- a. Vehicle is not equipped with required service brakes.
- b. Upon first application, there is less than 2 inches of pedal reserve as determined by the use of an accurate measurement on the fully applied brake pedal of vehicles equipped with conventional brakes.
- c. Upon first application, there is less than 1 inch of pedal reserve as determined by the use of an accurate mea-

surement on the fully applied brake pedal of vehicles with power brakes (power must be on and operating when tested).

d. On service brakes that cannot be checked with the use of an accurate measurement, there is less than a reserve of one-third of the total travel distance of the brake actuator.

e. Brake pedal height cannot be maintained under moderate foot force (40 to 60 pounds for conventional - 15 to 20 pounds for power) for a period of 1 minute.

f. There is visible leakage or audible seepage in hydraulic lines and cylinders, or any other part of the service brake system.

g. Fluid level in the master cylinder is more than 1 inch below the top of the reservoir or below manufacturer's recommended level.

h. Hoses or cables are restricted, abraded, crimped, cracked, leaking, frayed, or broken.

i. Brake rods or mechanical parts are missing, broken, badly worn, or misaligned.

j. Brake operating levers or control cables do not operate freely, improperly positioned, or misaligned.

k. Any part of the service brake system has been removed, disconnected, rendered inoperative.

l. There is an obvious metal to metal contact sound when brakes are applied, and upon investigation, drum or disk is being scored.

m. The service brakes do not develop the required total braking force as determined by machine tests.

n. Brakes do not meet requirements for stopping distances for the class of vehicle.

o. The brakes are not equalized as determined from road testing or by machine tests of the vehicle.

p. Brake warning lamp or signal is on or comes on during test.

NOTE: Anti-lock (ABS) lamp or signal which is on or comes on during test will not be cause for rejection.

NOTE: It is imperative that brake system reservoir cover and the surrounding area be thoroughly cleaned before cover is removed for inspection to assure that NO DIRT OR WATER is mixed with the brake fluid.

20.03 Parking Brake. The inspection of the parking brake (auxiliary or holding) applies only to all motor vehicles beginning with the model year 1960. This does not include motorcycles, motor-driven cycles, mopeds, trailers, semitrailers, pole trailers, and mobile homes.

Some types of parking brake may be actuated by foot or hand lever.

The parking brake may be assisted by the service brakes or other source of power, provided that failure of the service brake actuating system or other power assisting mechanism will not prevent the parking brakes from being applied. The parking brakes should be so designed that when once applied, they shall remain applied - despite exhaustion of any source of energy or leakage of any kind. If the means of applying the parking brakes and the service brakes are connected in any way, they shall be so constructed that failure of any one part shall not leave the vehicle without operative brakes. Brake lock systems will not meet the parking brake requirement.

1. Inspection Procedure. On a motor vehicle that has the automatic parking brake release when the transmission is placed in gear, the parking brake should be held down with the foot and the engine accelerated enough with the vehicle in gear to determine if it is working properly.

2. Inspect Parking Brake for and reject if:

- a. Motor vehicle is not equipped with a parking brake.
- b. Operating mechanism, when fully applied, does not hold the vehicle.
- c. Actuating mechanism is not fully released when the release control is operated.
- d. Any mechanical parts are missing, broken, badly worn, or not operating properly.
- e. Pull cables are badly worn, stretched, frayed, or not operating freely.
- f. Parking brake will not hold the vehicle in place when, with the engine running, the vehicle is placed in forward gear and the engine is accelerated enough to cause a pull on the braking mechanism.

20.04 Motorcycle, Motor-Driven Cycle, and Moped Brake Requirements. Every motorcycle, motor-driven cycle, and moped, at all times and under all conditions of loading, upon application of the service brake pedal or control, shall be capable of:

1. Developing a brake force that is not less than 43.5% of its gross weight, OR

2. Decelerating to a stop from not more than 20 miles per hour at not less than 14 feet per second, OR

3. Stopping from a speed of 20 miles per hour in not more than 30 feet, such distance to be measured from the point at which movement of the service brake pedal or control begins.

Motorcycles shall be provided with adequate brakes on all wheels. Sidecars are not required to have brakes when braking performance of the motorcycle or motor-driven cycle is met. Motor-driven cycles and mopeds are required to have brakes on at least the rear wheel. During the brake road test, a motorcycle, motor-driven cycle, or moped may be driven by its owner or operator with certified inspector observing the braking performance at the brake test area if the certified inspector is not licensed to operate a motorcycle, motor-driven cycle, or moped.

20.05 Road Test Procedures. If a road test is used for checking service brakes:

- 1. Brake test area must be used on every inspection made.
- 2. When it is raining, snowing, or when the brake surfaces are wet, brake tests are permitted; however, if the certified inspector feels that they cannot safely and with due care accurately check the service brakes they may refuse to make the inspection.
- 3. No inspections are permitted when the brake test areas are icy.
- 4. Extreme care must be exercised and sudden stops must be avoided if other traffic is affected.
- 5. All vehicles so tested (brake test area) should be driven at a speed of 20 miles per hour and the vehicle must stop as indicated by the stopping distance chart. (See brake performance chart in reference section 30.06.)

The brake application must be started as close to a speed of 20 miles per hour as possible. The stopping distance is to be measured from the point at which the service brake pedal or control begins. The vehicle must stop within the prescribed stopping distance requirements and must not pull to the right or left. Using the service (foot) brake only, the stopping ability of the vehicle should be tested by actual operation of the vehicle.

When applying brakes to the moving vehicle, the braking force must be evenly distributed to the wheels. The brakes should be so adjusted as to operate as equally as practicable with respect to the wheels on the opposite sides of the vehicle. The driver should have a firm control of the steering wheel throughout the test.

Brakes on a truck-tractor may be inspected without a trailer; however, a trailer shall be inspected only with a towing vehicle attached.

Approved brake machines may be used for testing brakes so long as the machine and the braking surfaces afford a competent brake test.

All testing of service brakes for stopping distance and equalization must be done either by an actual road test or by a machine.

NOTE: If platform-type brake tester is used, a measured brake test area must also be maintained to test vehicles with more than two (2) axles or vehicles with front-wheel drive, unless, the tester has been specifically approved by the Department to test these vehicles.

20.06 Platform-Type Tester. This type of brake tester is a drive-on-and-stop machine consisting of 4 pads or platforms, one for each wheel. When the brakes are applied at the time the vehicle is moving on the pads, the braking effort at each wheel causes a proportionate movement of the pad against the measuring system. All braking action must take place on the platforms.

1. Operation

- a. Drive vehicle on brake tester about 5 miles per hour and apply the brakes firmly but not severely. (Excessive speed and braking should be avoided).
- b. These machines may be used to inspect the relative effectiveness of each wheel. There should be braking action on all wheels.
- c. Each gauge will record the individual wheel braking effort in hundreds of pounds.
- d. Total braking effort and comparative braking energy can be determined.
- e. The tester must be properly installed, maintained, and kept clean at all times.
- f. If the vehicle fails the first brake test, a second brake test must be conducted before the vehicle is rejected.

2. Equalization and tolerances:

- a. Total reading must not be less than 50% of the total weight of the vehicle if the vehicle has brakes on all wheels. The required 50% is the equivalent of a vehicle stopping within 25 feet at 20 miles per hour.
- b. Total reading must not be less than 35% of the weight

of the vehicle if the vehicle does not have brakes on all wheels. The required 35% is the equivalent of a vehicle stopping within 39 feet at 20 miles per hour.

c. Brake machine readings on each opposing wheel of the same axle shall be within 25% on the front axle and within 35% on the rear axle.

3. Conditions affecting brake tester readings:

- a. Wet tires or wet tread plates (pads) will cause readings of braking efficiency to be inaccurate.
- b. Grease, sand, or other foreign material on tires or tread plates (pads) will also cause readings of braking efficiency to be inaccurate.
- c. Worn or slick tires will not affect brake tester as much as they will affect a road test.
- d. Dirt and debris under the tread plates (pads).

20.07 Roller-Type Tester. This type brake tester (Dynamometer [Force Measuring Type]) is equipped with powered rollers that rotate the wheels at a speed of approximately 35 to 45 miles per hour with the vehicle in a stationary position. The brakes are applied while the wheels are turning and developing braking force. Measurements of both BRAKING FORCE (Brake Effort) and BRAKE BALANCE are indicated on the gauge(s). Brake fade can also be tested on this machine.

1. Operation - Acceptance Tests. With tester in operation and wheels turning, apply brakes slowly until brake effort reaches the following values and hold for 5-6 seconds:

- a. Small vehicle up to 2,200 pounds - 175 lb Brake Effort/Wheel (Total 350 pounds)
- b. Light compacts 2,300 to 3,000 pounds - 230 lb Brake Effort/Wheel (Total 460 pounds)
- c. Heavy compacts 3,100 to 3,600 pounds - 285 lb Brake Effort/Wheel (Total 570 pounds)
- d. All others over 3,700 pounds - 335 lb Brake Effort/Wheel (Total 670 pounds)

Brake Balance Test - During the "Brake Force Test," variance in braking force between wheels should not exceed 70 pounds.

NOTE: As an additional service to the vehicle owner or operator, the inspection station is permitted to perform an additional dynamic brake inspection according to recommendations of the equipment manufacturer. However,

legal reject must be based on the above parameters under "Operation - Acceptance Tests."

If substandard brake conditions are found that are not exposed by the above acceptance test, the inspection station may suggest that the brake repairs be made but must clearly inform the vehicle owner or operator that such repairs are not mandatory to pass inspection.

20.08 Decelerometer-Type Tester. This tester is an inertia-type decelerometer consisting of a scale to measure the vehicle's deceleration or equivalent braking force (sometimes referred to as brake efficiency) in percentages. The decelerometer is generally placed as close to the center of the vehicle as practicable (on window of right front door) and the vehicle is operated on the highway outside the inspection station.

1. Operation

- a. Level decelerometer and set to "0."
- b. Drive vehicle on a clean, level road (road grade of 5% or less) at 20 mph and apply brakes evenly, without skidding vehicle wheels.
- c. Read the dial to see if vehicle stopped within required stopping distance for class of vehicle.
- d. For brake balance (equalization), the vehicle should stop in a straight line. A pull to either side, right or left, during a test stop indicates brake unbalance.

2. Conditions affecting brake tester readings:

- a. Wet tires and highways may cause readings of braking efficiency to be inaccurate.
- b. Oil slicks, sand, or other foreign material on tires or highways may also cause readings of braking efficiency to be inaccurate.
- c. Worn or slick tires may also cause readings to be inaccurate.
- d. Any fast, hard application of the brake can cause wheel lockup and tire skid.

20.09 Vacuum Brake System

1. When checking the operation of the vacuum system on a truck or truck-tractor, the trailer shutoff valves must be closed. When checking the operation of the vacuum system on a trailer or semitrailer, the trailer must be coupled to a truck or a truck-tractor with the trailer shutoff valve open. The engine

of the truck-tractor should be allowed to run for one minute to build up vacuum.

- a. Visually inspect system for collapsed, broken, badly chafed, and improperly supported hoses and tubes, and loose or broken hose clamps.
- b. On truck or truck-tractor, depress brake pedal with moderate foot force. While maintaining this force on the pedal, start engine, and observe if pedal falls slightly when engine starts.

On trucks with low vacuum indicators build full vacuum. Shut off engine and reduce vacuum by making a series of moderate brake applications. A flashing or buzzing signal shall function when vacuum reaches eight inches mercury.

Apply and release pedal a number of times and observe action on brake chamber rod on trailers.

2. Inspect for and reject if:

- a. Hoses, tubes, or connections leaking, restricted, abraded, crimped, cracked, or broken; or collapse of vacuum hoses when vacuum is applied. Connecting lines not properly attached or supported to prevent damage or abrasion by contact with frame, axle, other lines, or any other part of the vehicle.
- b. Evidence of leakage in the system.
- c. In vacuum-assisted systems, service brake pedal does not move slightly as the engine is started while pressure is maintained on the pedal.
- d. Trailer vacuum brake chamber rods not operating in conjunction with the tractor brake pedal, or not reaching full released position.
- e. In vacuum-equipped vehicles in excess of 10,000 pounds gross vehicle weight and vehicle combinations, insufficient vacuum reserve to permit three full service brake applications after engine is stopped.
- f. Failure of low-vacuum indicator to function when system is reduced to eight inches of mercury vacuum.

20.10 Air Brake System

1. With air system charged, open drain cocks in each reservoir, carbon trap, or filter used in the air system; close drain cocks and with air system at zero gauge pressure, check pressure buildup, running engine at fast idle, and record time

to raise air pressure from 50 to 90 psi on the gauge. Check pressures at which light, buzzer, or flag connected to the low-pressure indicator is no longer visible or audible. Continue running engine until the governor cuts out and observe pressure-gauge reading. With engine idling, reduce pressure in system by making a series of brake applications and observe pressure at which governor cuts in. With system fully charged, stop engine and check for air leakage by recording the pressure drop in psi per minute both with brakes released and brakes fully applied. Inspect for restricted, abraded, collapsed, improperly supported, or broken hoses and tubes and audible leaks. Check safety valve for freedom of action. If the compressor is belt driven, check belt for tightness and observe belt condition. Check air compressor for air cleaner condition and restrictions.

2. Inspect for and reject if:

- a. Time required to build up air pressure from 50 to 90 psi more than 3 minutes with engine running at fast idle.
- b. Warning device (light, buzzer, or flag) connected to the low pressure indicator of the air brake system not operating when air pressure is lowered to 55 psi.
- c. Governor cut-in pressure lower than 80 psi or cut-out pressure higher than 135 psi, unless other values are recommended by the vehicle manufacturer.
- d. Compressed air reserve insufficient to permit one full service brake application after engine is stopped, and with system fully charged, without lowering reservoir pressure more than 20% below initial reading.
- e. Air brake pressure drop of more than 2 psi in 1 minute for single vehicles or more than 3 psi in 1 minute for vehicle combinations, with engine stopped and service brakes released.
- f. Air pressure drop of more than 3 psi in 1 minute for single vehicles or more than 4 psi in 1 minute for vehicle combinations with engine stopped and service brakes fully applied.
- g. Hoses, tubes, or connections leaking, restricted, abraded, crimped, cracked, or broken. Connecting lines not properly attached or supported to prevent damage or abrasion by contact with frame, axle, other lines, or any other part of the vehicle.
- h. Valves, diaphragms, or piston cups leaking audibly.
- i. Air safety valve inoperative.
- j. Compressor drive belt without sufficient tension, or badly worn or frayed.

- k. Compressor air intake cleaner clogged sufficiently to prevent proper intake of air.

20.11 Electric Brake System

1. Insert a low-range (0 to 25 amperes will be adequate for most two and four brake systems; 0 to 40 amperes may be required for a six brake system) dc ammeter into the brake circuit between the controller and the brakes. With controller in "off" position, ammeter should read zero. Gradually apply controller to "full on" position; observe maximum ammeter reading and current modulation. Gradually return controller to "full off" and observe return to zero ampere and current modulation. Divide maximum ammeter reading by number of brakes.

Check for loose or dirty terminal connections and for broken, frayed, or unsupported wires.

2. Inspect for and reject if:

- a. Trailers showing a per-brake maximum amperage value of more than 20% above, or less than 30% below, the brake manufacturer's maximum current rating.
- b. Ammeter showing no reading, or needle indication not steady on application and release of brake controller.
- c. Loose or dirty terminal connections; broken, frayed, or unsupported wires. Trailers using single conductor or non-stranded wires or wires of a size below brake manufacturer's minimum recommendation.

NOTE: Parking brakes are not inspected on trailers, semi-trailers, pole trailers, and mobile homes.

20.12 Cab Lamps. Refer to Reference Section for lighting diagrams. Every truck-tractor shall have on the front, two cab clearance lamps, one on each side.

1. **Definition of a Truck-Tractor.** Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

- a. Required on truck-tractors only.
- b. Color amber.
- c. Number - 2.
- d. Location - shall be mounted on the front of the cab, one on each side as described in lighting diagram. If the vehicle has a sleeper cab, these lights may be placed on the

highest and widest part of the cab with the light showing to the front of the vehicle. Cab lamps should be located so as to indicate the extreme width of the truck-tractor cab.

2. **Inspection Procedure.** Check operation and condition.

3. **Inspect for and reject if:**

- a. Lamps are required and not present.
- b. Lamp is not securely mounted and properly located.
- c. Lamp does not emit required color, lens, or bulb painted.
- d. Lamp lens is discolored, or missing.
- e. Lamp is not visible from distance between 500 feet and 50 feet.
- f. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections.
- g. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

20.13 Clearance Lamps. Refer to Reference Section for lighting diagrams.

1. Required on all:

Buses 80 inches or more in overall width.
Trucks 80 inches or more in overall width.
Trailers and semitrailers 80 inches or more in overall width.
Trailers and semitrailers 30 feet or more in overall length.
Pole trailers.

- a. Clearance lamps shall, so far as is practicable, be mounted on the permanent structure of the vehicle in such a manner as to indicate the extreme height and width of the vehicle. When identification lamps are present and are mounted as high as practicable, clearance lamps may be mounted at optional height. When the mounting of front clearance lamps results in such lamps failing to indicate the extreme width of the trailer, such lamps may be mounted at optional height but must indicate, as near as practicable, the extreme width of the trailer.
- b. Clearance lamps and side marker lamps may be mounted in combinations, provided illumination is given as required by law.

c. Clearance lamps mounted on the front or on the sides near the front of a vehicle shall display an amber color.

d. Clearance lamps mounted on the rear or on the sides near the rear of a vehicle shall display a red color.

e. Clearance lamps shall be visible under normal atmospheric conditions at a distance between 500 feet and 50 feet from the vehicle on which mounted.

f. On buses and trucks 80 inches or more in overall width and trailers and semitrailers 80 inches or more in overall width:

- 1) On the front, two clearance lamps.
- 2) On the rear, two clearance lamps.

2. **Inspection Procedures:**

- a. A crack is defined as any break, separation, or missing part that permits light from the bulb to emit through the crack or break.
- b. Check operation and condition.

3. **Inspect for and reject if:**

- a. Lamps are not present.
- b. Lamps are not securely mounted and properly located.
- c. Lamps do not emit required color; lens or bulb painted.
- d. Visibility requirements are not met.
- e. Lenses are discolored, or missing.
- f. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections.
- g. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

20.14 Exhaust Emission System. The owner or operator of any new motor vehicle or new motor vehicle engine beginning with the model year 1968 equipped with an exhaust emission system shall maintain the exhaust emission system in good operable condition and shall use it at all times that the motor vehicle or motor vehicle engine is operated. The owner or operator

of the motor vehicle or motor vehicle engine shall not remove or intentionally make inoperable within the state of Texas the exhaust emission system or any part thereof, except where the purpose of removal of the exhaust emission system or part thereof is to install another exhaust emission system or part thereof, which is intended to be equally effective in reducing atmospheric emissions from the vehicle or engine.

The exhaust emission system was installed by manufacturers of motor vehicles beginning with model year 1968. The inspection of the exhaust emission system will apply only to those vehicles that are equipped with such a system. The following exhaust emission systems will be inspected if installed as original equipment by the manufacturer: thermostatic air cleaner, exhaust gas recirculation system, positive crankcase ventilation system, air injection system, evaporative emission system, and/or catalytic converter.

If installed as original equipment by the manufacturer, the catalytic converter will be considered a part of the exhaust emission system on all 1984 and later model vehicles. It will be inspected as a part of the exhaust system on prior to 1984 model vehicles.

NOTE: The inspection of the exhaust emission system shall not apply to motor vehicles altered and modified to use only a fuel other than gasoline.

NOTE: Vehicles using liquefied petroleum gas as fuel or a combination of liquefied petroleum gas and any other fuel must bear a liquefied gas tax decal on the windshield lower right-hand corner showing this vehicle uses liquefied petroleum gas, before a safety inspection certificate can be issued.

NOTE: A motor vehicle that uses liquefied petroleum gas that is operated by a public school district or county in this state is not required to have a liquefied gas tax decal or special use liquefied gas tax decal.

[**NOTE:** Vehicles that are originally manufactured with a Thermostatic Air Cleaner (TAC) System are required to have a closed-type design air filter system. (Vehicles 1996 and newer were not originally manufactured with a Thermostatic Air Cleaner (TAC) System.)

[**NOTE:** Vehicles that are not originally equipped with a Thermostatic Air Cleaner (TAC) System may have an aftermarket open-type air filter intake system installed. This type of system is not an item of inspection.

1. **Inspection Procedure.** Examine visually.

2. **Inspect for and reject if:**

a. The exhaust emission system has been removed.

- b. The exhaust emission system has been disconnected.
- c. The plumbing or hoses are loose, broken, leaking, or improperly routed.
- d. Air pump (air injection-type) belt is loose, removed, excessively cracked, frayed or has pieces missing.
- e. The exhaust emission system has been altered in any manner to make it ineffective.
- f. The catalytic converter has been removed, leaking, or disconnected on a 1984 or later model vehicle.

3. Gas Cap Testing. Every gasoline-powered vehicle* from 2-24 model years old will be checked for presence of and by a Department approved "Gas Cap Testing Device" to determine if the gas cap is missing or defective. The following vehicles are exempt:

- a. Antique vehicles.
- b. Slow-moving vehicles.
- c. Motorcycles.
- d. Vehicles operated exclusively by a fuel other than gasoline.
- e. Vehicles newer than 2 years old and older than 24 years old.

4. Inspection Procedure.

- a. Conduct daily calibration check of gas cap testing device.
- b. Check for presence (all gas caps must be checked).
- c. Check for correct type of gas cap(s).
- d. Remove gas cap(s) and test using an approved testing device. (Gas cap present but not testable will not be cause for rejection.)
- e. Any gas cap(s) failing the initial test will be tested a second time to verify failure.

5. Inspect for and reject if:

- a. Vehicle not equipped with required gas cap(s).
- b. Vehicle not equipped with proper type gas cap(s).
- c. Gas cap(s) fails both tests.

NOTE: When a vehicle is presented for inspection and the vehicle is from a designated emissions county and is subject to the Texas Vehicle Emissions Inspection and Maintenance Program an Affidavit (VIE-12) is required. (See Chapter 5, page 5-14.)

20.15 Exhaust System. Every motor vehicle shall at all times be equipped with muffler in good working order and in constant operation.

Muffler defined: Muffler is a device consisting of a series of chambers or baffle plates or other mechanical design for the purpose of receiving exhaust gas from an internal combustion engine and/or turbine wheels for the purpose of receiving exhaust gas from a diesel engine, both of which are effective in reducing noise.

[**NOTE:** On vehicles manufactured or equipped with a muffler and a turbo, the muffler must be present and in good working order.

The exhaust system includes the manifolds, gaskets, exhaust lines, mufflers, resonators, tailpiping, and supporting hardware.

Motor vehicles cannot be equipped with a muffler which is perforated or which was perforated and has been repaired, either by a muffler repair jacket or by patching or in any other way. In those cases where a muffler is perforated at the time of an inspection or has been perforated and has been repaired previous to the inspection, the muffler must be replaced or the vehicle rejected.

Some pickups are equipped with a camper or hard shell cover and are sometimes used for the transportation of passengers. The tailpipe should discharge the exhaust at the rear or sides. This truck modification will be considered as a passenger compartment.

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The entire structure of a passenger vehicle or a motor home-type vehicle is considered a passenger compartment. The cab only of all other truck-type vehicles is considered passenger or luggage compartment.

If the vehicle is equipped with lake pipes or similar devices, such pipes or devices must be securely plated and bolted or capped.

Dual exhaust systems may be modified to single exhaust systems and single exhaust systems to dual exhaust systems, provided the modification does not violate requirements concerning exhaust emission systems.

The catalytic converter will be considered as a part of the exhaust system on all vehicles prior to 1984 year model and will be inspected only visually (if present) for leakage. On 1984 and later model light truck and passenger vehicles, the catalytic con-

verter will be checked for presence and leakage. Flexible tubing which meets the requirements listed below may be used anywhere in the exhaust system.

NOTE: Inspection of exhaust systems covers the discharge of exhaust fumes and is not concerned with the noise level.

1. Inspection Procedure. The exhaust system shall be examined visually while the engine is running to determine efficiency of the system.

2. Inspect for and reject if:

- a. Vehicle is not equipped with a muffler.
- b. Any joint is loose or leaking, including manifolds. Does not include minor leakage at exhaust control valve (manifold damper or heat riser valve).
- c. Manifold is cracked or broken causing leakage.
- d. Holes, leaking seams, or patches on the muffler, resonators, exhaust pipe, tailpipe, or catalytic converter.
- e. Exhaust system is not secured to the vehicle by mounting brackets designed for exhaust systems (wire is not acceptable).
- f. Any brackets are loose, broken, or missing.
- g. There is excessive vibration of exhaust line.
- h. Any part of the exhaust system passes through the passenger compartment.
- i. The tailpipe is broken, pinched, or eroded off to the extent to allow exhaust fumes to penetrate into the interior of the passenger compartment.
- j. The tailpipe fails to discharge exhaust from the rear or sides or top of the passenger compartment of the vehicle.

NOTE: Holes in the exhaust system made by the manufacturer for drainage are not cause for rejection. The tailpipe must direct the exhaust fumes out from under the passenger compartment.

NOTE: On pickups not equipped with a camper or hard shell cover, holes or leaks in the tailpipe extending beyond the passenger compartment will not be cause for rejection.

20.16 Head Lamps

1. Motor Vehicles. Every motor vehicle shall be equipped

with at least two head lamps, at least one on each side of the front of the motor vehicle, which head lamps shall comply with the requirements and limitations set forth in these regulations.

Every head lamp upon every motor vehicle shall be located at a height of not more than 54 inches nor less than 24 inches to be measured from the center of such lamp to the level ground upon which the vehicle stands when such vehicle is without a load.

2. Motorcycles, Motor-Driven Cycles, Mopeds. Every motorcycle, motor-driven cycle, and moped shall be equipped with at least one and not more than two head lamps which shall comply with the requirements and limitations of these regulations.

Every head lamp upon every motorcycle, motor-driven cycle, and moped shall be located at a height of not more than 54 inches nor less than 24 inches to be measured from the cen-

ter of such lamp to the level ground upon which the vehicle stands when such vehicle is without a load. The head lamp on a motor-driven cycle or moped may be a single beam lamp.

3. General Provisions. All motor vehicles including motor-cycles sold new after January 1, 1948, other than motor-driven cycles (motor scooters and motorbikes), must be equipped with multiple beam head lamps. Single beam head lamps will be permitted on those vehicles sold new prior to January 1, 1948, and on all motor-driven cycles (motor scooters, motorbikes, and mopeds).

There shall be an uppermost distribution of light, or composite beam, so aimed and of such intensity as to reveal persons and vehicles at a distance of at least 450 feet ahead for all conditions of loading (motorcycles, motor-driven cycles, and mopeds at a distance of at least 300 feet).

There shall be a lowermost distribution of light, or composite beam, so aimed and of sufficient intensity to reveal persons and vehicles at a distance of at least 150 feet ahead.

a. Single beam head lamp: A head lamp which provides only one fixed beam, which is not adjustable from the driver's seat (usually on motor-driven cycles and mopeds only).

b. Multiple beam head lamp: A head lamp which provides more than one beam, which may be selected as required from the driver's seat.

c. Dual head lamp system: Those vehicles using the dual or four head lamp system must be equipped with a combination of a #1 and a #2 type head lamp on each side of the vehicle. The use of any other type of lamp in those sockets is illegal and does not meet the inspection requirements for head lamps. The four head lamp system must be wired to burn as originally designed.

d. Other lamps: Fog lamps, auxiliary passing lamps, auxiliary driving lamps, backup lamps, and parking lamps are not required to be inspected.

e. Headlight identification: The 7-inch diameter 6000 series lamp, identified by the #2 on the lens, contains two filaments. One filament produces the upper beam, the other produces the lower beam. The original 7-inch sealed beam lamp can be identified by the absence of the #2 on the lens.

Composite 9,000 series head lamp, identified by bulb housing, lens, or lamp housing marking of DOT or SAE and/or series 9,000.

f. Retractable lamps: check if fully retractable and will fully

open and lock in a rigid position.

g. Composite head lamps: These 9,000 series headlights are of a new composite design. They consist of a lens (usually contoured to the grill and fenders of the vehicle), a reflector, and one or two halogen replaceable bulbs. These lamps are not sealed beam. Some moisture may appear in these lamp assemblies when the vehicle has not been in use. The moisture will dissipate when the lamps are turned on for a few seconds. Slight moisture will not reject these lamps. Some types of the composite headlights have a single lens but two bulbs, one of which burns on low beam and one on high beam. Most will have a single bulb that will burn on both high and low beam. Either type will pass inspection as long as the bulbs are under one common lens and are of a type meeting Department standards.

h. Halogen lamps: Acceptable if they are of the type meeting Department standards.

Head lamps approved for use on motorcycles and motor-driven cycles cannot be used on an automobile or truck and vice versa.

On motorcycles, motor-driven cycles, and mopeds without batteries, the engine should be run at high idle speed to observe operation of head lamp.

Refer to the Reference Section for further inspection procedures.

4. Preparation for Head Lamp Inspection

a. Clean head lamp lenses, if necessary.

b. Check for burned out head lamp and proper beam switching.

5. Inspection Procedure. Check operation and condition.

6. All head lamps will be inspected for and rejected if:

a. Lamp or lamp assembly is not securely fastened to the vehicle.

b. Lamp is improperly connected and does not light the proper filament for different switch positions.

c. Lamp lens is cracked, broken, discolored, or missing. **(Exception:** Composite or halogen-type lamps will not be rejected for being cracked, unless the reflector material inside the lamp is discolored or deteriorated.)

d. Lamp is not of a type meeting Department standards.

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- e. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections.
- f. Lamp lens is rotated, upside down, canted, or is marked "Right," "Left," #1 or #2 and not appropriately installed.
- g. Lamp fails to function properly in any manner.
- h. Lamp has dirt or any contamination or discoloration inside or moisture except condensed moisture in composite head lamps non-seal beam halogen lamps.
- i. Lamp switch or dimmer switch does not operate properly and is not convenient to the driver.
- j. Foreign material placed on head lamp lens, such as shields, half of lens, paint, tape, etc., that interferes with the light beam of the lamp.
- k. Vehicle is not equipped with head lamps as required.
- l. Lamp can be moved easily by hand, due to a broken fender or loose support.
- m. Lamp is missing.
- n. Lens is other than clear (white).
- o. Any filament in head lamps fails to burn except composite lamps with more than one bulb when both upper and lower beam burn when selected.
- p. Wiring is dangling or connections are loose.
- q. A good ground is not made by the lamp mounting.
- r. Lamp is mounted on vehicle more than or less than prescribed mounting heights.
- s. Head lamp is covered by any lens or cover located in front of the head lamp which is any shade or color other than clear.
- t. There is physical damage that would obviously cause a headlight beam to fail to illuminate the roadway ahead of the vehicle sufficiently.

20.17 Horn. Every motor vehicle shall be equipped with a horn (electric or air) in good working order and capable of emitting a sound audible for a distance of 200 feet or more, but no horn shall emit an unreasonably loud or harsh sound or a whistle.

Bulb or hand-operated horn is acceptable if original vehicle equipment.

1. Inspection Procedure

- a. Sound horn.
- b. Check actuating device.
- c. Examine wiring - mounting.

2. Inspect for and reject if:

- a. Vehicle is not equipped with a horn.
- b. Horn or horn switch is not securely fastened.
- c. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor connections.
- d. Horn switch not readily accessible to vehicle operator.
- e. Horn is actuated by grounding two naked wires or similar method.
- f. Sound is not audible under normal conditions for 200 feet.
- g. Horn emits an unusually loud or harsh sound or whistle.
- h. Operation of the horn interferes with the operation of any other circuit.
- i. Horn switch missing or inoperative

20.18 License Plate Lamp. Either a taillamp or a separate lamp shall be so constructed and placed as to illuminate with a white light the rear registration plate and render it clearly legible for a distance of 50 feet to the rear. Any such lamp shall be so wired as to be lighted when the head lamps or auxiliary driving lamps are lighted.

On vehicles such as truck-tractors which require no rear registration plate, a license plate lamp would not be required. If two license plates are issued, a license plate lamp is required.

Do not reject a vehicle because the rear registration plate is obstructed.

1. Inspection Procedure. Check operation and condition visually.

2. Inspect for and reject if:

- a. Lamp is not present.
- b. Lamp is not securely mounted to the vehicle.

- c. Lamp is not placed to illuminate with a white light the rear registration plate. (Only one lamp is required.)
- d. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections.
- e. Lamp is not wired so as to be lighted when head lamps or auxiliary driving lamps are lighted.
- f. Lamp emits a glaring light to the rear.
- g. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

20.19 Mirror. Every motor vehicle shall be equipped with a mirror so located as to reflect to the driver a view of the highway for a distance of at least 200 feet to the rear of such motor vehicle.

1. Inspection Procedure

- a. Inspect only one mirror.
 - 1) Exterior Rearview Mirror: From the driver's position, visually inspect exterior mirror for a clear and reasonably unobstructed view to the rear. Look for correct location and stable mounting.
 - 2) Interior Rearview Mirror: From the driver's position, visually inspect interior mirror for proper mounting, location, cracks, sharp edges, and ease of adjustment.

2. Inspect for and reject if:

- a. Mirror does not provide the driver with a clear view to the rear of 200 feet.
- b. Vehicle is not equipped with at least one mirror.
- c. Mirror offers unsafe interference with driver's forward vision.
- d. Reflective surface of mirror is cracked, broken, peeled, tarnished, or has sharp edges.
- e. Mirror is not mounted securely to prevent swing or excessive vibration unless the vehicle is equipped with another mirror which meets requirements.

NOTE: An inside mirror would meet all the above requirements. If the vehicle is equipped with more than one mirror, only one, either inside or outside, needs to meet all requirements.

20.20 Reflectors (Rear). Every motor vehicle, trailer, semitrailer, and pole trailer shall carry on the rear, either as a part of the tail lamps or separately, two or more red reflectors. Motorcycles, motor-driven cycles, and mopeds shall have mounted on the rear, either as a part of the tail lamp or separately, at least one red reflector.

Every reflector upon any vehicle shall be of such size and characteristics and so mounted as to be visible at night from all distances within 600 feet to 100 feet from such vehicle when directly in front of the lawful lower beams of head lamps, except that reflectors on passenger cars, motorcycles, and motor-driven cycles manufactured or assembled prior to January 1, 1972, shall be visible at night from all distances within 350 feet to 100 feet when directly in front of lawful upper beams of the head lamps.

Reflectors on passenger cars, motorcycles, motor-driven cycles, and mopeds shall be mounted at a height of not less than 15 inches nor more than 60 inches measured from the center of such reflector to the level ground upon which the vehicle stands when the vehicle is without a load. On commercial vehicles the height shall not be less than 24 inches and not higher than 60 inches above the ground on which the vehicle stands.

If the highest part of the permanent structure of the vehicle is less than the height required, the reflector shall be mounted as high as that part of the permanent structure will permit.

Rear reflectors on a vehicle shall reflect a red color.

Red reflectors required on the rear of a vehicle may be incorporated with the tail lamp assembly.

Required rear reflectors may be suspended on straps of not more than 6 inches in length.

Required rear reflectors shall be mounted with one on each side of the center of the vehicle.

Rear reflectors on pole trailers may be mounted on each side of the bolster or load.

1. Inspection Procedure. Check condition and mounting.

2. Inspect for and reject if:

- a. Reflector is not present.
- b. Reflector is not of red color.
- c. Reflector is not properly and/or securely mounted to the vehicle.
- d. Reflector is cracked to the extent that the reflecting ability is impaired.

- e. Reflector is discolored, deteriorated, or painted.
- f. Visibility distance is not as required.
- g. Requirements shown on lighting diagram are not met.

20.21 Reflectors (Side). Refer to Reference Section for lighting diagrams.

1. Required on all:

Buses 80 inches or more in overall width.
Trucks 80 inches or more in overall width.
Trailers and semitrailers 80 inches or more in overall width.
Trailers and semitrailers 30 feet or more in overall length.
Pole trailers.

a. Every required reflector upon any of the above named commercial vehicles shall be of such size and characteristics and so maintained as to be readily visible at nighttime from all distances within 600 feet to 100 feet from the vehicle when directly in front of the lawful lower beams of head lamps, except that the visibility for reflectors on vehicles manufactured or assembled prior to January 1, 1972, shall be measured in front of lawful upper beams of head lamps.

b. Reflectors on commercial vehicles should be mounted at a height of not less than 24 nor higher than 60 inches above the ground on which the vehicle stands.

c. If the highest part of the permanent structure of the vehicle is less than the height required, the reflector shall be mounted as high as that part of the permanent structure will permit.

d. Reflectors mounted on the sides near the front of a vehicle shall reflect an amber color.

e. Reflectors mounted on the sides near the rear of a vehicle shall reflect a red color.

f. Reflectors may be suspended on straps of not more than 6 inches in length.

g. On buses and trucks 80 inches or more in overall width and trailers and semitrailers 80 inches or more in overall width:

On each side, two reflectors, one at or near the front and one at or near the rear.

h. On trailers and semitrailers 30 feet or more in overall length:

On each side one amber reflector, centrally located with respect to the length of the vehicle.

i. On pole trailers:

One amber reflector at or near the front of the load (if loaded.)

2. Inspection Procedure. Check condition and mounting.

3. Inspect for and reject if:

a. Reflectors are not present.

b. Reflectors are not of the required color for the location on the vehicle.

c. Reflectors are not properly and/or securely mounted to the vehicle.

d. Reflector is cracked to the extent that the reflecting ability is impaired.

e. Reflectors are discolored, deteriorated, or painted.

f. Requirements shown on lighting diagram are not met.

g. Visibility distance is not as required.

20.22 Safety Guards or Flaps. Safety Guards or Flaps Requirement and Inspection.

Required on all:

Trucks or Light Trucks -

If the rearmost axle of the vehicle or (combination) has four tires or more.

Trailers or semitrailers (In combination with a towing vehicle).

Not Required:

Buses

Motor homes

Pole trailers

Truck-tractors

Safety guards or flaps shall be located and suspended behind the rearmost wheels of such vehicle or if in combination behind the rearmost wheels of such combination to within eight (8) inches of the surface of the roadway. A tolerance of four (4) inches will be allowed. Safety guards or flaps shall be at least as wide as the tires they are protecting.

Safety guards or flaps shall be of metal, rubber, rubberized material, or other substantial material, capable of remaining in place back of rear wheels by their own weight while the said vehicle is being operated. The construction of safety guards or flaps will be such that they will remain in proper place back of rear wheels and will be rigid enough to prevent slush, mud, or gravel being transmitted from the vehicle's rear wheels to the windshield of the following vehicle.

When trailers and semitrailers are presented for inspection in combination, each trailer or semitrailer will be considered a separate vehicle and safety guards or flaps will be required on the rearmost axle of each trailer or semitrailer.

1. Inspection Procedure. Check for presence and condition.

2. Inspect for and reject if:

- a. Safety guard or flap is not present.
- b. Safety guard or flap is not securely mounted.
- c. Safety guard or flap is not as wide as the tire that it is protecting.
- d. Safety guard or flap is split or torn to the extent that it is ineffective.
- e. The bottom edge of safety guard or flap is more than twelve (12) inches from the surface of the roadway.

20.23 Seat Belts. Front seat belts are required on every motor vehicle in which front seat belt anchorages were a part of the manufacturer's original equipment on the vehicle.

Anchorage defined: A seat belt anchorage consists of a threaded hole in suitable structure to receive the seat belt attachment fittings or a circular pluck which is welded to the vehicle chassis. Self-treading bolts are inserted into the pluck to form the complete seat belt anchorage assembly.

1. Inspection Procedure. Inspect front lap seat belts for frayed, split, or torn webbing; malfunctioning buckles; and loose or damaged anchorages or floor pan. Vehicles originally equipped with automatic seat belts (shoulder belts) without front lap seat belts will have the automatic belts inspected.

Front lap belts only will be inspected in all other vehicles. The ignition seat belt interlock system is not an item of inspection.

2. Inspect for and reject if:

- a. Front lap seat belts are required and not present.

- b. Seat belt webbing is frayed, split, or torn.
- c. Belt anchorages or attachment fittings are loose, badly corroded, missing, or not fastened to belt.
- d. Belt buckles loose or inoperative.
- e. All seat belt anchor bolts are not securely fastened to floor or are missing.
- f. Pelvic restraint is not present.
- g. Seat belt will not adjust to allow proper fit.

20.24 Side Marker Lamps. Refer to Reference Section for lighting diagrams.

1. Required on all:

Buses 80 inches or more in overall width.
Trucks 80 inches or more in overall width.
Trailers and semitrailers 80 inches or more in overall width.
Trailers and semitrailers 30 feet or more in overall length.
Pole trailers.

a. Side marker lamps shall, so far as is practicable, be mounted on the permanent structure of the vehicle in such a manner as to indicate the length of the vehicle.

b. Side marker lamps and clearance lamps may be mounted in combination, provided illumination is given as required by law.

c. Side marker lamps mounted on the front or on the sides near the front of a vehicle shall display an amber color.

d. Side marker lamps mounted on the rear or on the sides near the rear of a vehicle shall display a red color.

e. Side marker lamps shall be visible under normal atmospheric conditions at a distance between 500 feet and 50 feet from the vehicle on which mounted.

f. On buses and trucks 80 inches or more in overall width and trailers and semitrailers 80 inches or more in overall width.

On each side, two side marker lamps, one at or near the front and one at or near the rear.

g. All trailers and semitrailers 30 feet or more in overall length are required to have mounted centrally located with respect to the length of the vehicle:

- 1) On each side, one amber side marker lamp.
- 2) On each side, one amber reflector.

h. On pole trailers:

- 1) On each side, one amber side marker lamp at or near the front of the load (if loaded).
- 2) On each side, one amber reflector at or near the front of the load (if loaded).
- 3) On the rearmost support for the load, one combination marker lamp showing amber to the front and red to the rear and side, or cluster of required color lamps.

2. Inspection Procedure. Check operation and condition visually.

3. Inspect for and reject if:

- a. Lamps are not present.
- b. Lamps are not securely mounted and properly located.
- c. Lamps do not emit required color; lens or bulb painted.
- d. Visibility requirements are not met.
- e. Lenses are discolored or missing.
- f. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections.
- g. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

20.25 Steering. The steering system of the vehicle must be inspected to determine if excessive wear and/or maladjustment of the steering linkage and/or steering gear exists. Wear and adjustment of the steering system will be checked by measuring lash. Vehicle must be on a dry surface.

Lash defined: Lash is the condition in which the steering control can be turned through some part of a revolution without front wheel motion. The wheels should be loaded and positioned straight ahead.

Jamming defined: Jamming is any obstruction to the turning of the steering control caused by interference between some components of the steering system.

The obstruction would include tires too large or damaged fenders that would interfere with a full right or left turn.

1. Inspection Procedure. Lash or Free Play: With road wheels in straight ahead position, turn steering wheel until the turning motion can be observed at the road wheels. Measure lash. (See diagram.)

2. Inspect for and reject if:

a. Steering Lash (see chart)

Steering Wheel diameter	Manual Steering system	Power Steering system
14" or less.....	2".....	3"
16".....	2".....	4"
18".....	2".....	4-3/4"
20".....	2".....	5"
22".....	2-3/4".....	5-3/4"

b. It is impossible to turn the steering wheel from full right to full left without binding or jamming other than at wheel stops.

c. Steering mechanism is not firmly attached and free of frame cracks or missing bolts.

d. Modification of the steering system so as to affect the proper steering of the vehicle or steering wheel has been modified or replaced with one that is noticeably smaller than original factory equipment.

e. Any excessively worn or broken parts in the steering system.

f. Visible leaks in power steering unit or hoses.

g. Power steering belt is excessively cracked, frayed, or has pieces missing or tension is not adequate. Serpentine belts are not to be rejected merely for cracks in the ribs.

h. Fluid in power steering unit is below manufacturer's recommended level. Do not overfill.

i. On motorcycles and motor-driven cycles, handlebars or steering head is bent, loose, broken or damaged so as to cause unsafe condition in steering.

j. On motorcycles and motor-driven cycles, handlebar grips extend to a height in excess of 15 inches above the saddle level.

On vehicles equipped with flexible couplings, or energy-absorbing steering columns, when it is obvious through a visual inspection of the vehicle that the column has been damaged and is in an unsafe condition, it should be rejected. Tilt steering wheels must lock into position. Steering wheel must be securely mounted to the steering shaft.

NOTE: On vehicles equipped with power steering, the fluid level, belt tension and belt condition must be checked for compliance before starting the engine to check for proper operation of the steering.

20.26 Stop Lamp. Every motor vehicle, trailer, semitrailer, and pole trailer shall be equipped with two or more stop lamps, except that passenger cars and trucks manufactured or assembled prior to the model year 1960 shall be equipped with at least one stop lamp.

At least two stop lamps are required on all motor vehicles, trailers, semitrailers, and pole trailers, **except that at least one stop lamp is required on all motorcycles, motor-driven cycles, and all 1959 model year and earlier passenger cars and trucks.**

A stop lamp must emit a red or amber light, or any shade of color between red and amber, and be visible from a distance of not less than 300 feet to the rear in normal sunlight. The stop lamp shall be actuated upon application of the service brake and which may, but need not, be incorporated with one or more other rear lamps.

Stop lamp lens must be of a type meeting Department of Public Safety standards.

1. **Inspection Procedure.** Check operation and condition visually.

2. **Inspect for and reject if:**

- a. Required lamp or lamps are not present.
- b. Lamp is not securely mounted to the vehicle.
- c. Lamp does not emit a red or amber light which is actuated on application of the service (foot) brake.
- d. Lamp is not visible from a minimum distance of 300 feet to the rear of the vehicle to which it is attached.
- e. Lamp lens is painted, missing, discolored, or does not fit properly.
- f. Wiring is shoddy or electrical connections are poor.
- g. Lamp projects a glaring or a dazzling light.
- h. Lamp is not mounted on rear of vehicle.
- i. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from

the bulb to emit through the crack or break.

NOTE: Lamp lenses cannot be repaired with repair tape or repair kit.

20.27 Tail Lamp. Every motor vehicle, trailer, semitrailer, pole trailer, and any other vehicle which is being drawn at the end of a combination of vehicles shall be equipped with at least two tail lamps mounted on the rear which, when lighted, shall emit a red light plainly visible from a distance of 1,000 feet to the rear, except that passenger cars and trucks manufactured or assembled prior to the model year 1960 shall have at least one tail lamp. On vehicles equipped with more than one tail lamp, the taillamps shall be mounted on the same level and as widely spaced laterally as practicable.

Every tail lamp upon every vehicle shall be located at a height of not more than 72 inches nor less than 15 inches. Taillamps are used only to designate the rear of a vehicle.

Every tail lamp upon motorcycles, motor-driven cycles, or mopeds shall be located at a height of not more than 72 inches nor less than 20 inches. Tail lamp lens must be of a type meeting Department of Public Safety standards.

At least two taillamps are required on all motor vehicles, trailers, semitrailers, and pole trailers, **except that at least one tail lamp is required on motorcycles, motor-driven cycles, and mopeds and all 1959 model year and earlier passenger cars and trucks.**

1. **Inspection Procedure.** Check operation and condition visually.

2. **Inspect for and reject if:**

- a. Required lamp or lamps are not present.
- b. Lamp is not securely mounted to vehicle.
- c. Lamp does not completely emit a red light plainly visible 1,000 feet to the rear.
- d. Lamp lens is painted, missing, discolored, or does not fit properly.
- e. Wiring is shoddy or electrical connections are poor.
- f. Lamp is not wired so as to be lighted when head lamps or auxiliary driving lamps are lighted.
- g. Lamp is obstructed by any part of the body.
- h. Lamp does not emit a red color. (See note, pg. 4-26)
- i. Lamps are not mounted on the same level and as widely spaced laterally as practicable.
- j. Lamps are not mounted on rear of vehicle.

k. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

NOTE: Lamp lenses cannot be repaired with repair tape or repair kit.

[**NOTE:** Vehicles that are equipped from the manufacturer with approved lenses which are clear and lighted by L.E.D. lights will pass state inspection.

[**NOTE:** Vehicles that are equipped with after market lenses which are clear and lighted by a red bulb will be rejected. (There are no red bulbs currently approved for use on vehicles.)

20.28 Tires. Every motor vehicle (including motorcycles and motor-driven cycles, trailer, semitrailer, pole trailer, and mobile home) registered in this state and operated on the streets and highways of this state and required to be inspected shall be equipped with tires in proper and safe condition.

Definition of terms:

Rim: A metal support for a tire or a tire and tube assembly upon which the tire beads are seated.

Bead: The part of the tire made of high tensile steel wires, wrapped and reinforced by the ply cords, which is shaped to fit the rim.

Bead Separation: A breakdown of bond between components in the bead area.

Sidewall: The portion of the tire between the tread and the bead.

Cord: Textile, steel wire strands, and the like, forming the plies or other structure of the tire.

Cord Separation: Cord parting away from adjacent rubber compounds.

Ply: Layer of rubber coated parallel cords forming the tire body.

Ply Separation: A parting of rubber compound between adjacent plies.

Tread: The portion of the tire that comes in contact with the road.

Tread Separation: The pulling away of the tread from the tire carcass.

Tread Rib: A tread section running circumferentially around a tire.

Groove: The space between two adjacent tread ribs.

Tread Depth: The amount of tread design on the tire. Tread depth includes both original, retread, and recapped tread design; and in respect to special mileage commercial tire design.

Regroovable Commercial Tire: A tire manufactured with an extra layer of rubber between the cord body and the original tread design which extra layer is designed for the purpose of recutting or regrooving, and which tire is specifically labeled as a regroovable tire.

Belt: A layer or layers made of fabric or other material, located under the tread area.

1. Inspection Procedure. Tires should be inspected visually and the tread should be measured with a tread depth gauge calibrated in 32nds of an inch if it does not have tread wear indicators.

No tire shall be passed to be in safe operating condition unless it meets the visual and tread depth requirements set forth in these regulations.

Inspection of the spare tire is not required. All tires must appear to be properly inflated - even though a gauge check is not required.

The tread depth requirement of these regulations shall apply to both tires of each set of dual wheels. The other requirements will also apply to both tires in each set of dual wheels.

Dragster tires or racing slicks without sufficient tread or which have had all tread removed are not acceptable.

2. Inspect for and reject if:

a. Any tire with a localized worn spot that exposes the ply or cord through the tread.

b. Any tire with tread or sidewall cracks, cuts, or snags (as measured on the outside of the tire) in excess of one inch in any direction and deep enough to expose the body cords.

c. Any tire which has any visible bumps, bulges, or knots apparently related to tread or sidewall separation or partial failure of the tire structure, including bead area.

d. Any tire which has been regrooved or recut below the original groove depth, except special (regroovable) tires which have extra undertread rubber for this purpose (commercial vehicles only) and are identified as such.

e. Any dual wheel assembly where the side of one tire is in contact with the other. (Any dual tires that contact each other.)

f. Any tire that is marked “Not for Highway Use,” “Farm Use Only,” “For Racing Purposes Only,” or with other use restrictions that would indicate the tire is not meant for highway use. This includes temporary spares, inflatables, or small high pressure spares.

g. Any tire which has been repaired temporarily by the use of blowout patches and boots. Nail hole plugs or patches are not cause for rejection.

h. Any tire without tread wear indicators worn so that less than 2/32 (1/16) of an inch of tread design depth remains when measured (with a tread depth gauge) at the lowest points in any two adjacent major grooves in the center or middle of the tire.

i. Any tire with tread wear indicators worn so that the tread wear indicators contact the road in any two adjacent major grooves in the center or middle of the tire.

Refer to Reference Section for further tire inspection procedures.

20.29 Turn Signal Lamps. Every motor vehicle, trailer, semi-trailer, and pole trailer shall be equipped with electrical turn signal lamps, except that passenger cars and trucks less than 80 inches in width and manufactured or assembled prior to the model year 1960 need not be equipped with electrical turn signal lamps.

If the bed, body, cab, load, and any other equipment on a vehicle or combination of vehicles exceeds 24 inches or more to the left of the center of the top of the steering post in the same horizontal plane (that is, as high as the center of the top of the steering post) or when the distance from the center of the top of the steering post to the rear limit of the body or load exceeds 14 feet, then turn signal lamps are required, even though a hand and arm signal can be seen and the vehicle was manufactured or assembled prior to model year 1960.

NOTE: Required turn signal lamps must be visible to the front and to the rear of the vehicle.

1. Electric turn signal lamp types:

- a. Single-faced units.
- b. Double-faced units.
- c. Arrow-faced units.
- d. Kits designed to be used in conjunction with the parking light assembly.

2. Electric turn signal lamp flashers. All open-faced and

arrow-type turn signal lamps must flash on and off in order to clearly indicate an intention to turn.

Turn signal lamps are required on those vehicles manufactured with a right-hand (steering wheel) drive, regardless of model year.

A single lamp (large double-faced unit) on each side of a truck-tractor, which is visible to the front and rear, will suffice for turn signal lamps.

3. Turn signal lamp mounting. The lamps showing to the front shall be mounted on the same level and as widely spaced laterally as practicable and, when signalling, shall emit a white or amber light or any shade of light between white and amber.

The lamps showing to the rear shall be mounted on the same level and as widely spaced laterally as practicable and, when signalling, shall emit a red or amber light or any shade of color between red and amber.

Turn signal lamps on vehicles 80 inches or more in overall width shall be visible from a distance of not less than 500 feet to the front and rear in normal sunlight.

Turn signal lamps may, but need not, be incorporated in other lamps on the vehicle.

Turn signal lamps shall indicate an intention to turn by flashing lamps showing to the front and rear of a vehicle. On a combination of vehicles, turn signal lamps shall indicate an intention to turn by flashing lamps to that side of the vehicle or combination toward which the turn is to be made.

Motorcycles, motor-driven cycles, and mopeds are not required to be equipped with turn signal lamps.

Semaphore or mechanical arm devices are not acceptable as turn signal lamps.

4. Inspection Procedure. Check operation and condition visually.

5. Inspect for and reject if:

- a. Lamps are required and not present.
- b. Device is not securely mounted or properly located on the vehicle.
- c. Device is not of a type meeting Department standards.
- d. Lamp lens is discolored or missing.
- e. Wiring insulation is worn, rubbed bare, or shows any ev-

idence of burning, short circuiting, or poor electrical connections.

f. Switch is not convenient to driver or indicator light does not operate.

g. Signal shows any color other than white or amber to the front, or signal shows any color other than red or amber to the rear.

h. Signal does not flash or is not operating properly.

i. Signal is not clearly visible to the front and to the rear of the vehicle.

j. Lens is cracked or broken to the extent that a portion of the lens is missing and/or separated, permitting light from the bulb to emit through the crack or break.

NOTE: Selector switch must lock in proper turn position when applied but need not cancel automatically.

NOTE: Lamp lenses cannot be repaired with repair tape or repair kit.

20.30 Vehicle Identification Number, Motor, or Serial Number. Make an actual physical check of the motor block, frame, or body part where such number is located and record same on the inspection station report. If the vehicle has no such number, write "NONE" on the inspection certificate and on the inspection station report. If such number is obscured, "OBS" should be entered. Station or certified inspector suspension can result from taking this number from the old inspection certificate, title, or registration receipt.

The entire vehicle identification number must be used.

Do not reject a vehicle because it has no vehicle identification number or motor or serial number.

NOTE: Vehicles with altered or removed vehicle identification numbers or motor or serial numbers should be reported to your Department representative.

20.31 Wheel Assembly. The inspection of all wheels and rims will be visual. Spare wheels and rims will not be inspected.

Wheel covers or hubcaps may be removed from the vehicle if the certified inspector has probable cause or reason to believe that wheel or rim defects exist.

1. **Inspection Procedure.** Examine visually.

2. **Inspect for and reject if:**

a. Loose, missing, or damaged wheel studs, bolts, nuts, or lugs.

b. Any part of the wheel is bent, cracked, rewelded, or damaged so as to affect safe operation of the vehicle.

c. Wheel nuts, studs, and clamps which are loose, broken, missing, or mismatched. Adequate thread engagement is imperative. Stud and nut threads on wheel lugs must engage completely through the entire threaded portion of the nut.

d. Rims and rings which are mismatched, bent, sprung, or otherwise damaged. Check for evidence of rim slippage - this is an indication of wear of loose nuts.

e. Disc wheels with elongated bolts, holes, or cracks between hand holes or stud holes, or both.

f. Cast wheels with cracks, evidence of wear in the clamp area, or both.

g. Rims have defects or cracks to the extent that they impair the safe mounting and proper retention of tires.

h. Any wheel cannot be securely fastened to the hub of the vehicle.

i. On motorcycles and motor-driven cycles, any spokes are bent, loose, broken, or missing.

20.32 Window Tinting. All 1988 or newer model vehicles that have window coating, tinting, or sunscreening applied to the windows must be inspected for the following:

1. **Inspect for and reject if:**

a. Glass coating or sunscreening devices on windshields:

1) Extends downward beyond the AS-1 line or more than five (5) inches from the top of windshield on vehicles without an AS-1 line. Measurements shall be taken from inside the windshield; or

2) is red, blue, amber in color or is a reflective type.

b. Glass coating or sunscreening devices on windows:

Windows immediately to the right and left of the driver, which open, have less than 20% light transmittance.

[**NOTE:** If one window is inspected and has more than 20% light transmittance and the other window has window tinting which is obviously the same degree of suncreening, only the one window needs to be inspected

c. Check calibration before rejecting vehicle.

2. Exemptions:

a. The following will not be considered as sunscreening or glass coating devices:

- 1) Rearview mirror.
- 2) Sun visors.
- 3) Motor carrier destination signs.
- 4) Rear window wipers and motors.
- 5) Trunk lid handle or hinge.
- 6) Luggage racks.

b. Do not inspect glass coating on vehicles used to transport passengers on a regular basis for a fee, (i.e., taxi, limousine, and buses).

c. Do not inspect glass coating on a vehicle that is maintained by a law enforcement agency and used for law enforcement purposes.

d. Vehicles used by persons with medical permits. Drivers of these vehicles must present a letter of authorization from the Texas Department of Public Safety to gain this exemption.

e. Multipurpose vehicles may be equipped with any non-reflective film on the side windows that is to the rear of the driver. No label required. (Those motor vehicles designed to carry 10 or fewer persons constructed either on a truck chassis or with special features for occasional off-road use.)

See Reference Section for diagram.

20.33 Windshield Wipers. Every motor vehicle with a windshield must be equipped with a windshield wiper or wipers adequate for cleaning rain, snow, or other moisture from the windshield; in good working order; and constructed so as to permit operation and control by the driver of the vehicle.

All motor vehicles which were originally equipped (manufactured) with one wiper, only one wiper is required; if originally equipped (manufactured) with two or more wipers, all wipers will be required. Replacement of vacuum with electric or electric with vacuum wipers is permissible. Vehicles presented for inspection without windshields will not be required to have wipers. The windshield is not an item of inspection. Manually operated wipers are permissible if original vehicle equipment.

1. Inspection Procedure. Inspect for satisfactory operation. (If vacuum operated, engine must be idling and control full on.)

Inspect for proper contact of blades with windshield. Raise arm away from windshield and release. Arm should return to original position and wiper blade should contact the windshield firmly.

2. Inspect for and reject if:

- a. Vehicle is not equipped with the number of wipers with which it was originally equipped.
- b. Wiper is inoperative, does not operate freely, or is improperly adjusted.
- c. Wiper blades have damaged, hardened, or badly worn rubber elements.
- d. The portion of the rubber element that contacts the windshield is torn more than one inch on one end or is torn a total of one inch on both ends.
- e. Any part of the rubber element is torn loose from the metal backing or blade base.
- f. Metal parts of wiper blades or arms are damaged or come in contact with the windshield.
- g. Wiper is incapable of adequately cleaning the windshield.
- h. Wiper blades are not making proper contact with windshield.
- i. Wiper controls are not operating properly or are located beyond the driver's reach.

NOTE: The rear window is not considered a windshield and any wiper present on the rear window is not an item of inspection.

20.34 Rejected Vehicles. Every inspection must be a complete inspection before a vehicle may be approved or rejected. In case a vehicle is rejected and the owner fails to have the necessary adjustments made to the vehicle in conformance with the minimum requirements of the Texas Vehicle Inspection Act, the required inspection fee will be charged and a rejection receipt shall be issued which lists items rejected and other required information. The rejection receipt must be delivered and explained to the owner or operator of the vehicle.

The certified inspector shall mark the back of the inspection certificate which is presently affixed to the vehicle's windshield, with

a large "X" using a laundry marking pen, if the vehicle has failed the inspection and is issued a rejection receipt.

DO NOT ISSUE AN OUT-OF-STATE IDENTIFICATION CERTIFICATE TO A VEHICLE WHICH IS REJECTED ON THE SAFETY INSPECTION.

The owner or operator of a vehicle rejected must make or have made the necessary adjustment or repairs and return to the original inspection station for one reinspection within fifteen (15) days from the date of rejection (excluding the day of rejection), in order to obtain the one reinspection without charge. The rejection receipt must be delivered to the inspection station on reinspection. The vehicle owner or operator shall have the right to remove the vehicle to such place for correction upon paying the inspection fee and has the exclusive right to determine by whom any repairs will be made. The customer should be informed of all defects necessary to put the vehicle in passing condition.

The rejection receipt form must be neat and legible. It must list the reasons why the vehicle was rejected. A copy of the rejection receipt must be kept by the station as part of the inspection station records and subject to examination at any time by an authorized agent of the Department. Rejection receipts must be issued by the certified inspector for a vehicle presented for inspection that does not pass the inspection requirements. Rejection receipts are an official part of the inspection program. All rejection receipts must be completely filled in. Give original to the customer and keep one copy with the inspection station records.

Any inspection station which, for any reason, cannot reinspect a vehicle to which that inspection station has issued a rejection receipt shall return the full inspection fee. No vehicle will be rejected on any items not covered by the Vehicle Inspection Act.

A reinspection of a rejected vehicle by the initial inspection station shall only include a check of the items previously found defective unless any other obvious defects are noted. When a vehicle is repaired and returned for the one free reinspection within fifteen (15) days (excluding the day of rejection), no additional inspection fee may be charged. In the event the vehicle fails to pass this free reinspection, the inspection station's obligation is fulfilled. Any subsequent inspection shall be considered as a new inspection procedure. If the rejected vehicle is returned for reinspection to the original inspection station after the fifteen (15) days have elapsed from the date of rejection (excluding the day of rejection), or if the vehicle is presented to a different inspection station for reinspection, the vehicle will be handled as if it were being inspected for the first time.

IMPORTANT: A rejection receipt issued to a vehicle which does not have a valid current inspection certificate shall not entitle such vehicle to legally operate on a public street or highway.

NOTE: Refer to Chapter 5, Records and Reports.

20.35 Repairs. The owner of a vehicle is under no obligation to have disclosed defects corrected by the inspection station. They may have the necessary work done where they desire or they may do it themselves. The inspection alone is all that is required. Although an owner has a right to have the necessary repairs or adjustments made wherever they wish, they often show by their actions or remarks that they expect to secure a certificate from some other person without having the defects corrected. Please report this at once to the representative supervising your inspection station. Investigation of such cases by this Department will be the most effective way of protecting both the inspection stations which are honestly conducting inspections and the motoring public. No charge is made to vehicle owners for the certificates. The fee is for your work in making the inspections. You shall collect your inspection fee at the time of inspection whether the approval certificate is issued or a rejection receipt is issued.

Inspection stations shall not in any manner attempt to require owners or operators of disapproved vehicles to have the vehicles repaired at the inspection station. The repairs necessary for approval may be made at any place chosen by the owner or operator of the vehicle. Any and all repairs or adjustments must be specifically authorized by the vehicle owner or operator before being made by any inspection station.

After a defect requiring repair is discovered by an Official Vehicle Inspection Station, the owner of the defective vehicle shall have the right to ask for, and receive, an estimate of the cost of parts and labor necessary to accomplish such repair if the Official Vehicle Inspection Station is in the business of making such repairs. Said estimate shall not in any way obligate the owner of the defective vehicle to have their vehicle repaired at the Official Vehicle Inspection Station, nor shall it create any right for the Official Vehicle Inspection Station to make such repairs.

NOTE: Certain items of inspection require that established tolerances are necessary. It is necessary that every Official Vehicle Inspection Station inform the vehicle owner or operator of any borderline passage. This precaution should be taken in any instance where it can be of value to the owner of a vehicle for minimum conformance.

04.25.00 IDENTIFICATION CERTIFICATE - VI-30

Any vehicle last registered and titled out of state is required to pass the Texas safety inspection before it may be registered and titled in Texas except as follows:

25.01 Exemptions to VI-30

1. Travel trailers having gross weights of 4,500 pounds or less are not subject to safety inspection or VIN verification.
2. Certified mopeds or other vehicles which are registered but not titled are not subject to safety inspection or VIN verification as a prerequisite to registration.
3. Off-highway motorcycles which are titled but not registered for operation on the highways are not subject to safety inspection or VIN verification.
4. Mobile homes which are being registered for the sole purpose of obtaining a certificate of title and not for operation on the highways are not subject to the safety inspection requirements. Owners of this class vehicle should contact their county tax assessor-collector's office for information.
5. Vehicles registered with Antique, Parade, or Disaster Relief license plates are not subject to the safety inspection requirements since these plates are restricted and cannot be used for regular transportation. However, the applicant must furnish a self-certification statement as to the correct vehicle identification number appearing on the vehicle.

NOTE: Refer to Chapter 5, Records and Reports.

REFERENCE SECTION

04.30.00

Reference Content	04.30.00	
Recommended Inspection Procedure	30.01	p. 4-33
Suggested Order of Inspection Chart	30.02	p. 4-34
Commercial Vehicle Lighting, Reflector Requirements	30.03	p. 4-35
Wheel and Tire References	30.04	p. 4-39
Window Tinting Procedures	30.05	p. 4-47
Brake Performance Chart	30.06	p. 4-49
Exhaust Emission Systems	30.07	p. 4-51
List of Approved Testing Devices	30.08	p. 4-55
Motor Vehicle Model Year Reference Chart	30.09	p. 4-57

30.01 Recommended Inspection Procedure

Check for evidence of Financial Responsibility

Inside the vehicle

1. Check horn - sound and actuating device
2. Check windshield wipers - control and operation
3. Check mirror - view to the rear and mounting (if inside only)
4. Check seat belts - presence and condition.
5. Check turn signal lamps - switch and proper indication
6. Check head lamps - turn on - beam indicator and dimmer switch

Road Test

1. Check steering - lash and free movement (full turn without jamming)
2. Check brakes
 - a. Service - pedal reserve, stopping ability, and equalization
 - b. Parking - pedal reserve and holding ability

Under the vehicle

1. Check tires - tread depth and visible cuts
2. Check wheels and rims - defective or bent
3. Check brakes
 - a. Service - leaks, defective rods, or cables
 - b. Parking - defective cables
4. Check catalytic converter - leaks, presence when required
5. Check exhaust system - muffler, exhaust pipe, tailpipe, mounting brackets, and hangers for presence and condition

Outside vehicle - parked

1. Check window tint (if required)
2. Check windshield wipers - required number and condition of blades
3. Check mirror - (mounting only if outside mirror required)

4. Check tail lamp(s) - operation and condition
5. Check stop lamp(s) - operation and condition
6. Check license plate lamp - operation and condition
7. Check reflectors - condition
8. Check turn signal lamps - operation and condition
9. Check head lamps - mounting, condition, and operation
10. Check commercial vehicles - clearance lamps, side marker lamps, safety guards and flaps, etc.
11. Check school buses - warning lamps, signs, fire extinguisher, crossover mirror, etc.

Under the hood

1. Check brakes - master cylinder fluid level - leaks
2. Check exhaust emission system - presence - if required
3. Check horn - mounting and wiring
4. Check exhaust system - manifold leaks
5. Check steering - belts - fluid level - leaks
6. Check motor number (if 1955 or earlier model)

Completion

1. Check vehicle identification number (if 1956 or later model)
2. Record vehicle information on inspection station report
3. Explain rejection receipt (if issued)
4. Remove old inspection certificate
5. Issue new inspection certificate

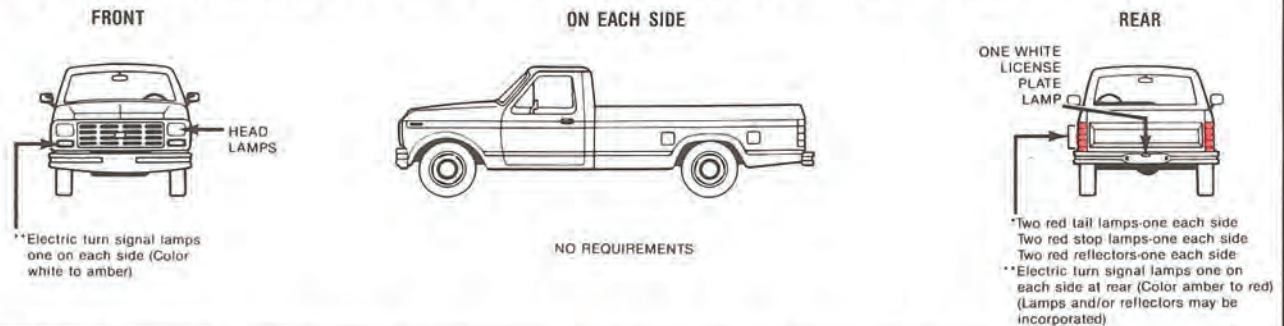
LISTED IN SUGGESTED ORDER OF INSPECTION	INSPECT EVERY PASSENGER CAR FOR:	INSPECT EVERY PICKUP, PANEL, OR TRUCK UNDER 80" WIDE FOR:	INSPECT EVERY TRUCK OR MORE IN OVERALL WIDTH FOR:	INSPECT EVERY TRUCK TRACTOR FOR:	INSPECT EVERY BUS (EXCEPT SCHOOL BUS) FOR:	INSPECT ALL TRAILERS, SEMITRAILERS, POLE TRAILERS, OR MOBILE HOMES EXCEEDING 4500 lbs. GROSS WEIGHT FOR:	INSPECT EVERY MOTOR CYCLE AND MOTOR-DRIVEN CYCLE FOR:	INSPECT EVERY MOPED-NO PED FOR:	INSPECT EVERY SCHOOL BUS FOR:
HORN	X	X	X	X	X		X		X
WINDSHIELD WIPER	X	X	X	X	X				X
MIRROR	X	X	X	X	X		X		X
STEERING	X	X	X	X	X		X		X
SEAT BELTS	X	X	X	X	X				X
BRAKES (SERVICE) (PARKING, BEGINNING WITH 1960 MODELS)	X	X	X	X	X	*3	*3	*3	X
TIRES	X	X	X	X	X	X	X		X
WHEELS AND RIMS	X	X	X	X	X	X	X		X
EXHAUST SYSTEM	X	X	X	X	X		X		X
EXHAUST EMISSION SYSTEM (BEGINNING WITH 1968 MODELS)	X	X	X	X	X				X
BEAM INDICATOR (BEGINNING WITH 1948 MODELS)	X	X	X	X	X				X
TAIL LAMPS (2) (1 MOTOR VEHICLES 1959 MODEL OR EARLIER)	X	X	X	X	X	*2	ONE	ONE	X
STOP LAMPS (2) (1 MOTOR VEHICLES 1959 MODEL OR EARLIER)	X	X	X	X	X	*2	ONE		X
LICENSE PLATE LAMP	X	X	X	X	X	X	X		X
REAR RED REFLECTOR (2)	X	X	X	X	X	X	ONE	ONE	X
TURN SIGNAL LAMPS (BEGINNING WITH 1960 MODELS)	X	X	X	*1	*1	*1			*1
HEAD LAMPS (2) (4 IN 4 HEADLAMP SYSTEMS)	X	X	X	X	X		ONE	ONE	X
WINDOW TINTING/GLASS COATING 1988 MODEL & NEWER	*5	X	X	X	X				
MOTOR, SERIAL, OR VEHICLE IDENTIFICATION NUMBER	X	X	X	X	X	X	X		X
CLEARANCE LAMPS			X		*2	*2			*2
SIDE MARKER LAMPS			X		*2	*2			*2
SIDE REFLECTORS			X		*2	*2			*2
CAB LAMPS				X					
CENTER SIDE MARKER LAMP AND REFLECTOR (30" OR MORE OVERALL LENGTH)						X			
SAFETY GUARDS OR FLAPS		*4	*4			**4			
RED WARNING LAMPS (2 FRONT-2 REAR-ALTERNATELY BLINKING)									X
SIGNS (SCHOOL BUS 8" IN HEIGHT ON FRONT AND REAR)									X
FIRE EXTINGUISHER (ONE QUART CHEMICAL)									X
CONVEX (CROSSOVER) MIRROR									X

*5. Window Tinting/Glass Coating Inspection is required on all passenger cars 1988 and newer except vehicle used to transport passengers on a regular basis for hire or used by a person with a medical permit

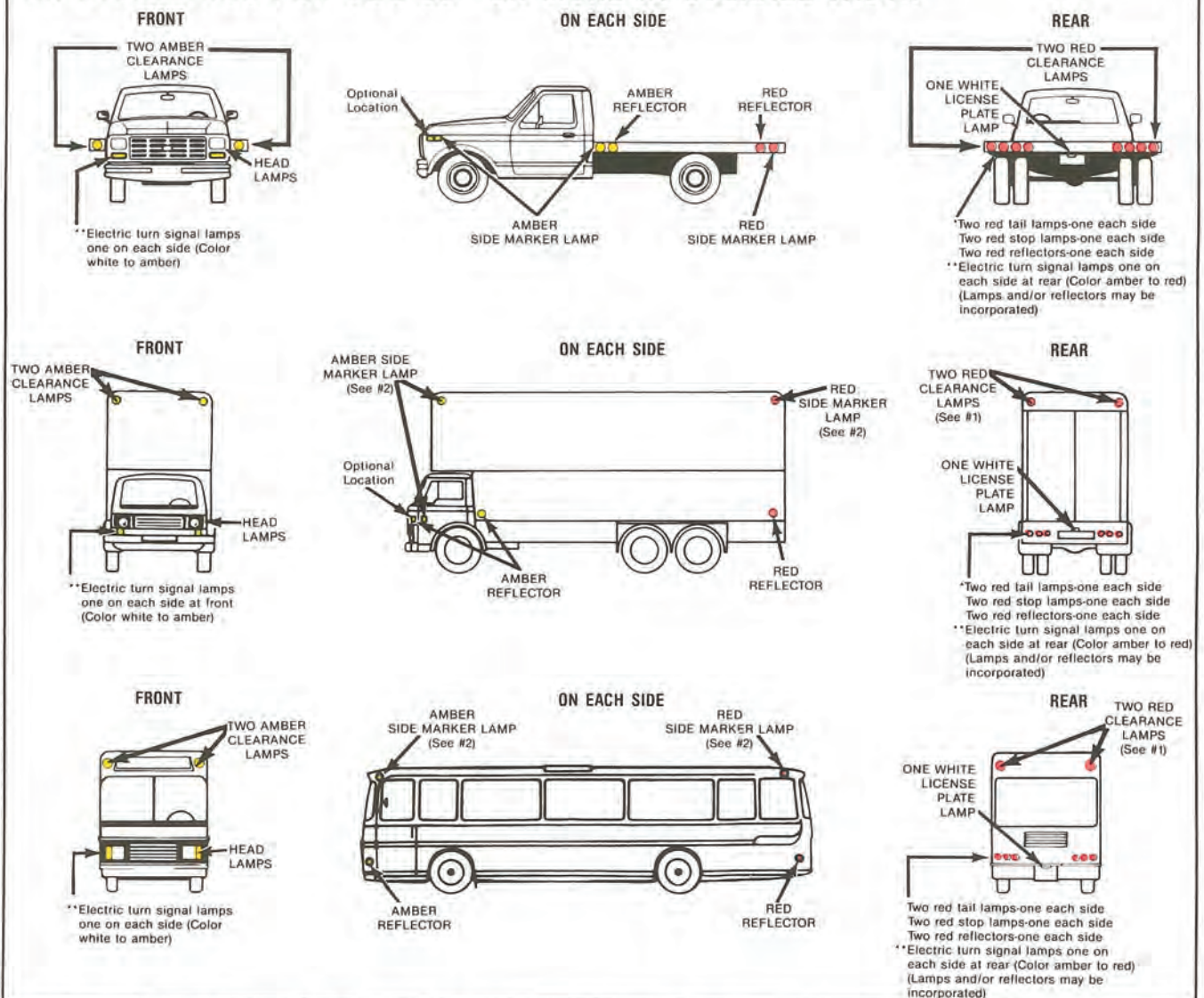
- *1. Turn signals required on all vehicles over 80" in overall width
 *2. Clearance and Side Marker Lamps and Side Reflectors if 80" or more in overall width
 *3. No Parking Brake required
 *4. Safety Guards or Flaps if has 4 tire or more on rearmost axle
 ** (Not required on pole trailers)

TEXAS DEPARTMENT OF PUBLIC SAFETY COMMERCIAL VEHICLE LIGHTING AND REFLECTOR REQUIREMENTS

ON EVERY TRUCK OR BUS LESS THAN 80" IN OVERALL WIDTH



ON EVERY TRUCK OR BUS 80" OR MORE IN OVERALL WIDTH



1. Identification lamps are not required, but if present, rear clearance lamps may be mounted at an optional height.

2. Front and rear side marker lamps may be mounted at optional height.

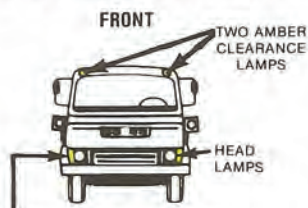
*Trucks manufactured or assembled prior to model year 1960 required to have at least one tail lamp

**See turn signal regulations on back of this sheet.

***Turn signal lamps on truck tractors may be incorporated into one double-faced lamp mounted on each side of vehicle provided signal is visible to front and rear when truck tractor is operated as single unit.

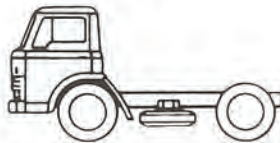
If two license plates are issued rear plate must be illuminated.

ON EVERY TRUCK-TRACTOR



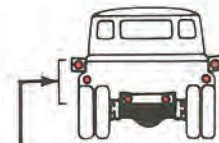
***Electric turn signal lamps one on each side (Color white to amber)

ON EACH SIDE



NO REQUIREMENTS

REAR



Two red tail lamps-one each side
Two red stop lamps-one each side
Two red reflectors-one each side
***Electric turn signal lamps one on each side at rear (Color amber to red) (Lamps and/or reflectors may be incorporated)

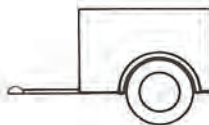
TRAILERS LESS THAN 80" IN OVERALL WIDTH

FRONT



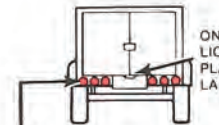
NO REQUIREMENTS

ON EACH SIDE



NO REQUIREMENTS

REAR



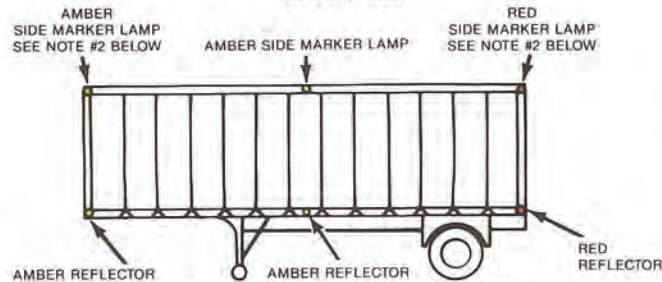
Two red tail lamps-one each side
Two red stop lamps-one each side
Two red reflectors-one each side
Electric turn signal lamps one on each side at rear (Color amber to red) (Lamps and/or reflectors may be incorporated)

TRAILERS 80" OR MORE IN OVERALL WIDTH

FRONT

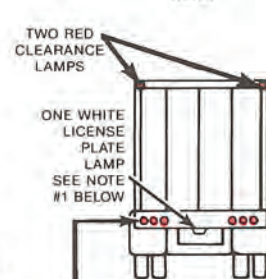


ON EACH SIDE



Intermediate side marker lamp and reflector required only on trailers measuring 30 feet or more in length.

REAR



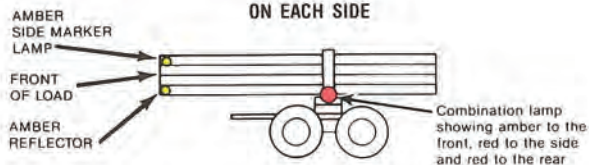
Two red tail lamps-one each side
Two red stop lamps-one each side
Two red reflectors-one each side
Electric turn signal lamps one on each side at rear (Color amber to red) (Lamps and/or reflectors may be incorporated)

#1. Identification lamps are not required, but if present, rear clearance lamps may be mounted at an optional height.

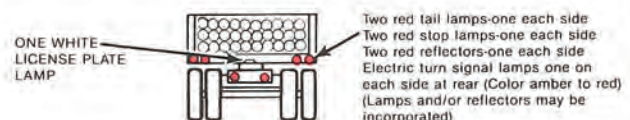
#2. Front and rear side marker lamps may be mounted at optional height.

ON EVERY POLE TRAILER

ON EACH SIDE



REAR



Two red tail lamps-one each side
Two red stop lamps-one each side
Two red reflectors-one each side
Electric turn signal lamps one on each side at rear (Color amber to red) (Lamps and/or reflectors may be incorporated)

EQUIPMENT AND VEHICLE STANDARDS

1. **Definition.** Vehicle equipment means a system, part, or device that is manufactured or sold as original equipment, as replacement equipment, or as an accessory for a vehicle or a device or article of apparel manufactured or sold to protect a driver or passenger of a vehicle.

2. **Standards - Federal Motor Vehicle Safety Standard.** The performance standard for vehicle equipment established by the Texas Department of Public Safety shall be identical to the applicable federal standard.

Lighting Device - FMVSS 108

- Backup Lamp
- Clearance Lamp
- Hazard Warning Lamp, Signal, Flashers, and Switches
- Headlamp - Sealed and Nonsealed Beam and Housing
- Identification Lamp
- License Plate Lamp
- Parking Lamp (Front Position Lamps)
- Reflex Reflector
- Replacement Lenses
- School Bus Alternating Warning Lamp, Signal, Flashers, and Switches
- Side Marker Lamp
- Stop Signal Lamp
- Tail Lamp (Rear Position Lamps)
- Turn Signal Lamp, Signal, Flashers, and Switches
- Triangle Warning Device - FMVSS 125

Safety Glass and Glazing - FMVSS 205

Seat Belts - FMVSS 209

3. **Standards - Society of Automotive Engineers.** The performance standard for vehicle equipment established by the Texas Department of Public Safety in which no federal standard is in effect shall be identical to the applicable standard adopted by the Society of Automotive Engineers.

Lighting Devices - SAE

Auxiliary

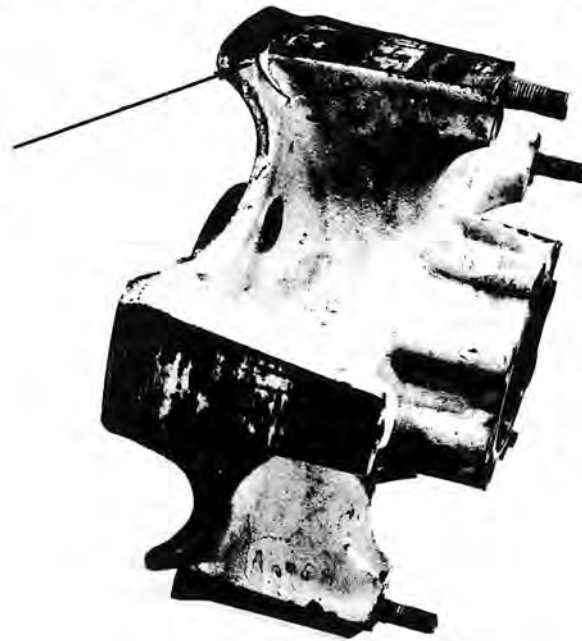
Auxiliary Low Beam (Passing Lamp)	J582
Driving Lamp	J581
Fog Lamp	J583
Spot Lamp	J591
High Mounted Stop and Turn Signal Lamp	J186
Cornering Lamp	J852
Side Turn Signal Lamp	J914
Flashing Warning Lamp for Emergency Vehicle	J595
360° Emergency Warning Lamp.....	J845

Special Vehicle Equipment - SAE

Warning Lamp Alternating Flashers.....	J1054
Motorcycle Auxiliary Front Lamps	J1306

ADDITIONAL WHEEL AND TIRE INFORMATION

CRACK

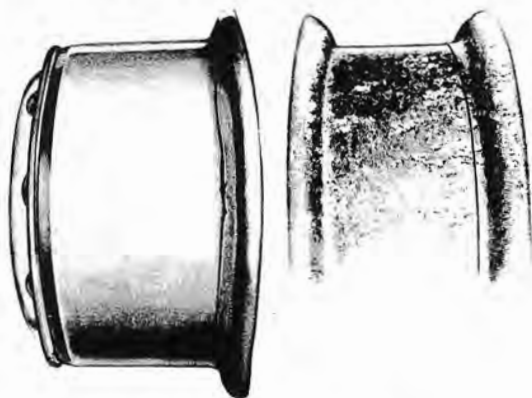


CRACKS THROUGH SIDE RING

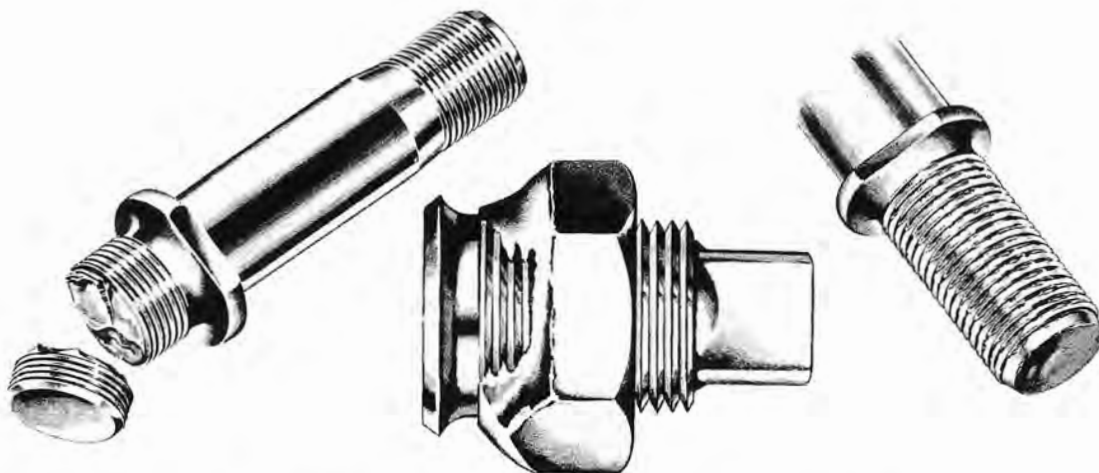


SPRUNG SIDE RING

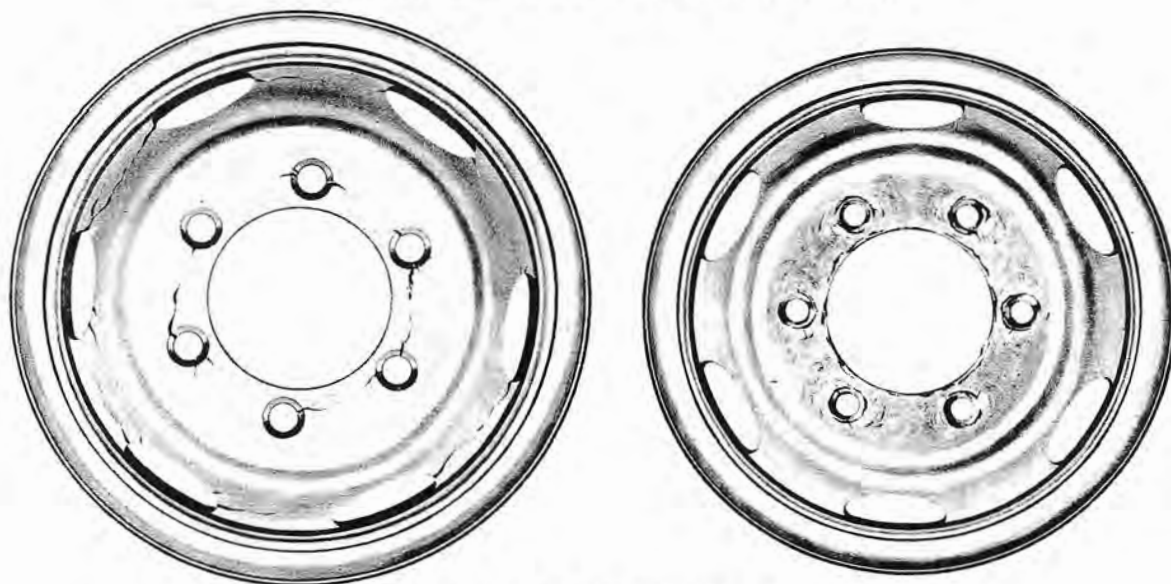
ADDITIONAL WHEEL AND TIRE INFORMATION



DEFECTIVE RIMS



DEFECTIVE WHEEL NUTS AND STUDS



CRACKS BETWEEN STUD HOLES IN DISC

Measure the tread in two adjacent tread grooves in the center or middle.

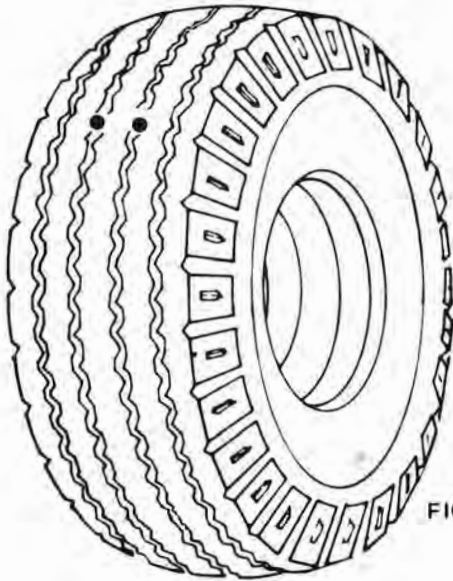


FIGURE 1

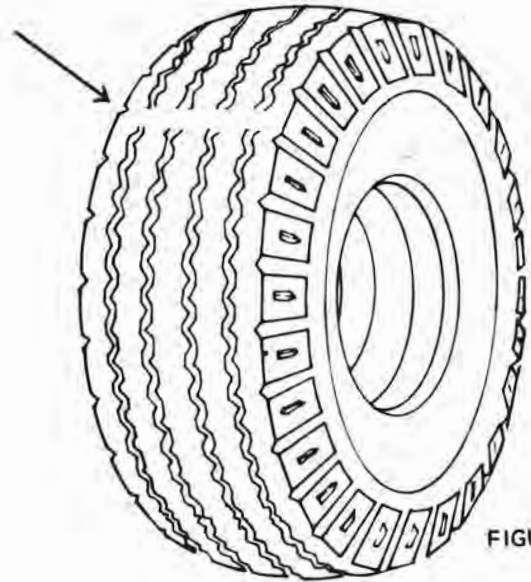
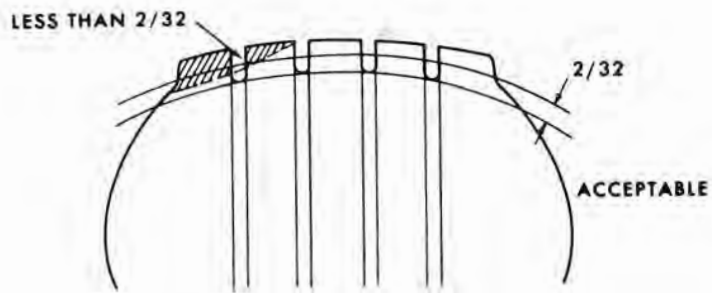


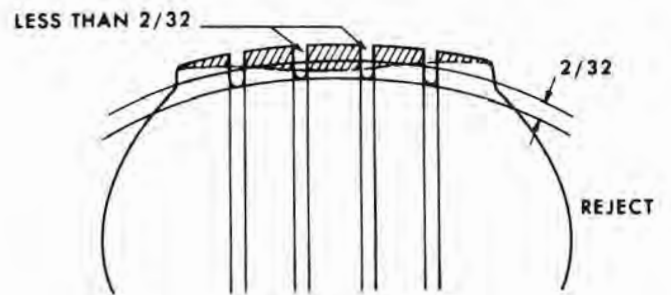
FIGURE 2



TREAD WEAR INDICATOR



ACCEPTABLE TREAD WEAR



REJECTABLE TREAD WEAR

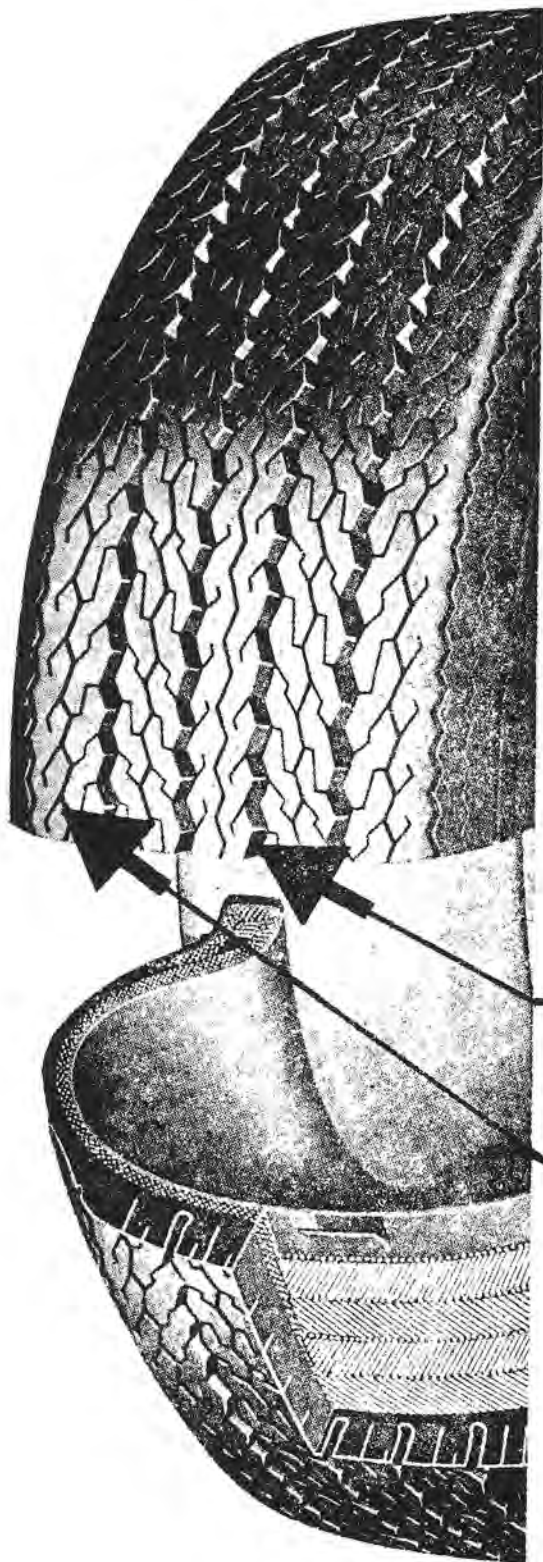
HOW TO MEASURE TIRE TREAD DEPTH

Pictured below are typical examples of tread designs used in truck tires. In measuring tires which are worn evenly across the tread, a tread depth gauge, calibrated in 32nds of an inch, should be in-

serted only in major tread grooves extending around or across the tread surface as illustrated by an arrow. Measurements should never be taken in minor grooves as illustrated below with an "X."







HOW TO MEASURE TIRE TREADS

When measuring tread depth, a gauge calibrated in 32nd's of an inch should be used.

The gauge should be placed at the point in one of the treads indicated by a short arrow. Depth reading should not be taken in treads marked with long arrow, since these are classified as "minor" treads.

Persons taking measurements will have to use discretion in measuring tread depths not pictured here. However, measurements should not be made in treads which are obviously of a "minor" nature.

MAJOR TREAD GROOVE

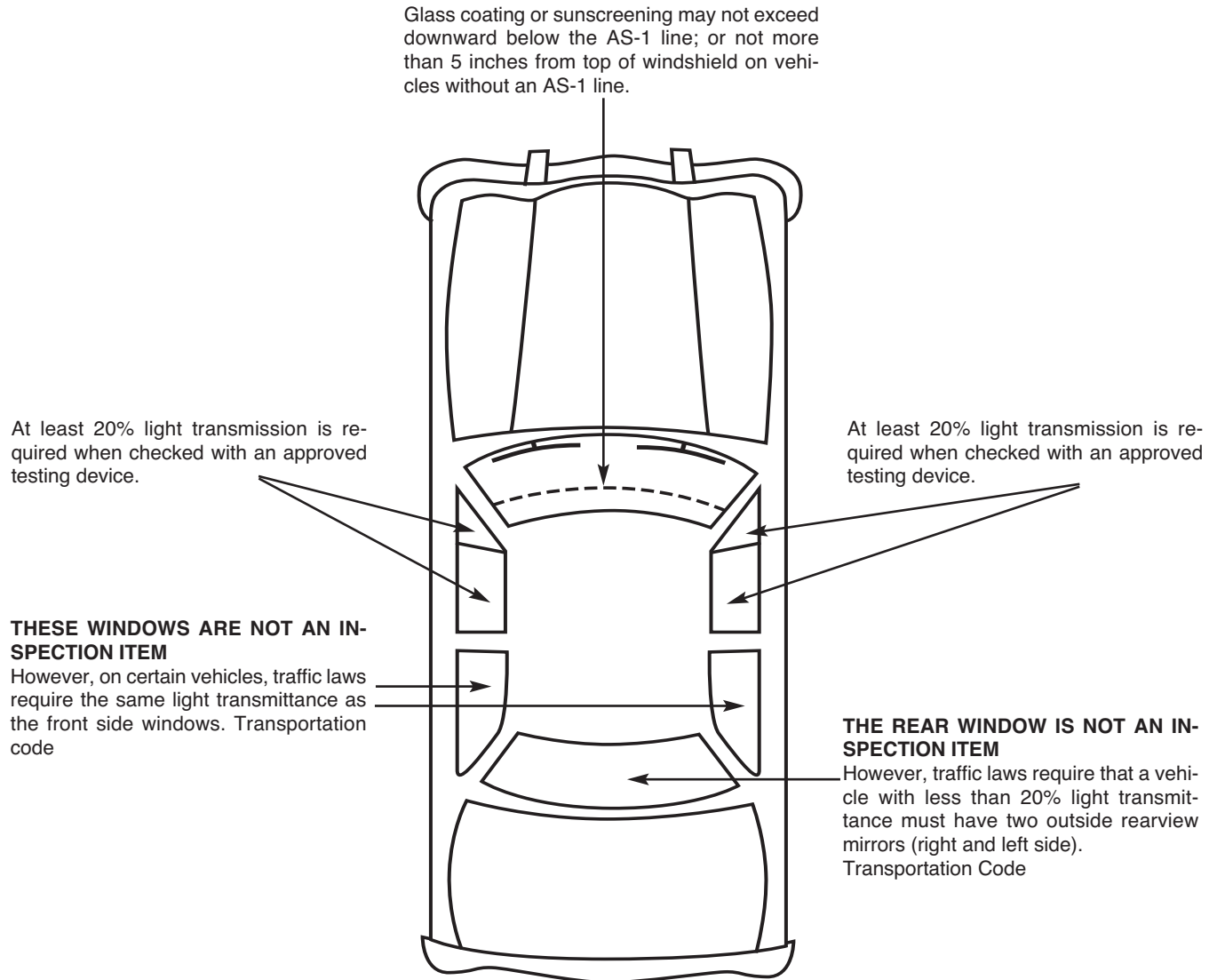
Grooves in the tread design molded through the complete thickness of the tread rubber running around and/or across the tire surface.

MINOR TREAD GROOVE

Remaining tire tread design other than major tread grooves.



INSPECTION PROCEDURE FOR SUNSCREENING DEVICES ON 1988 AND NEWER MODEL MOTOR VEHICLES



EXEMPTIONS:

1. This inspection procedure does not apply to a vehicle that is used to transport passengers for a fee, i.e., Taxi, Limousine, etc.
2. This inspection procedure does not apply to a vehicle that is maintained by a law enforcement agency and used for law enforcement purposes.

For medical reasons an exemption is available for the driver or passenger with a physician's written medical statement and a letter of authorization from the Department.

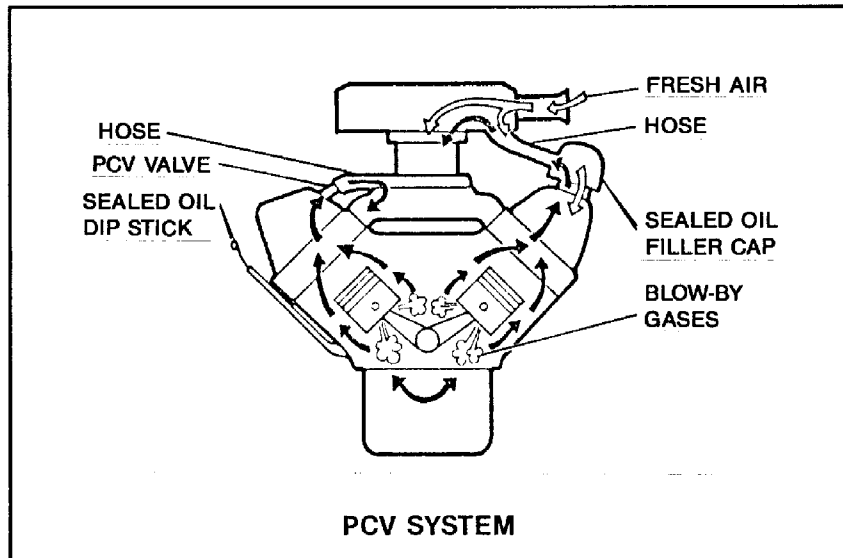
A letter of request by the individual seeking exemption accompanied with the physician's statement must be addressed to:

Texas Department of Public Safety
Traffic Law Enforcement Division
PO Box 4087
Austin, Texas 78773-0500

The letter of authorization for the exemption from the Department of Public Safety must be presented for inspection.

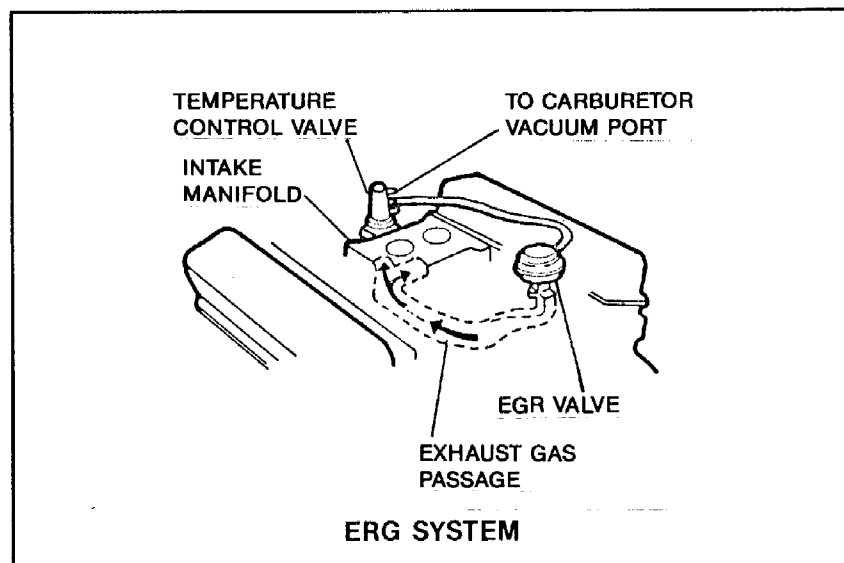
It is not a violation to sell or offer for sale a vehicle with uncertified window film.

	1	2	3	4
	Classification of Vehicles	Braking force as a percentage of gross vehicle or combination weight	Deceleration in feet per second	Brake system application and braking distance in feet from an initial speed of 20 mph
A	Passenger vehicles with a seating capacity of 10 people or less including driver, not having a manufacturer's gross vehicle weight rating52.8%	17	25
B	Single unit vehicles with a manufacturer's gross vehicle weight rating of 10,000 pounds or less43.5%	14	30
C-1	Single unit vehicles with a manufacturer's gross weight rating of more than 10,000 pounds43.5%	14	40
C-2	Combination of a two-axle towing vehicle and a trailer with a weight of 3,000 pounds or less43.5%	14	40
C-3	Buses, regardless of the number of axles, not having a manufacturer's gross weight rating43.5%	14	40
C-4	All combinations of vehicles in driveway, towaway operations43.5%	14	40
D	All other vehicles and combinations of vehicles43.5%	14	50



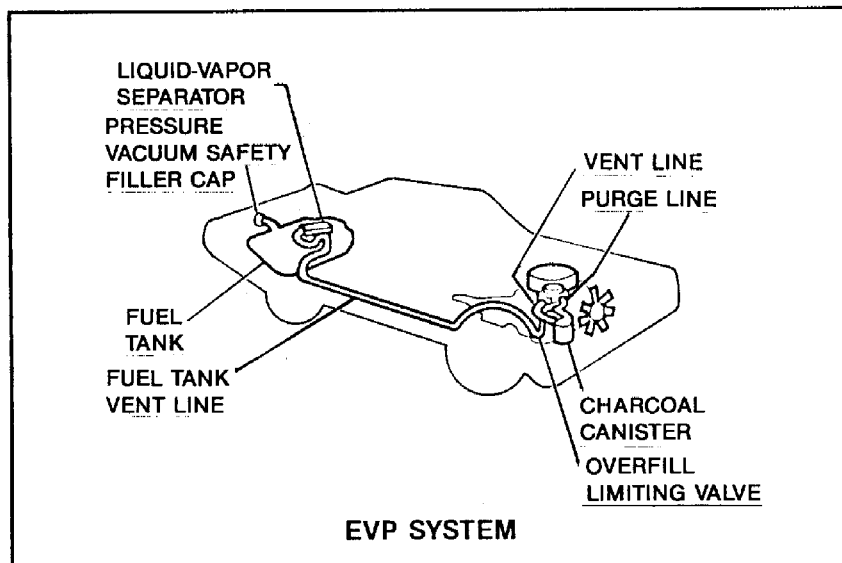
POSITIVE CRANKCASE VENTILATION SYSTEM (PCV)

The purpose of the PCV system is to direct blow-by gases in the crankcase back into the combustion chamber to be burned in the normal combustion process. This reduces hydrocarbon emissions to the atmosphere and also helps prevent oil dilution and sludge formation in the crankcase.



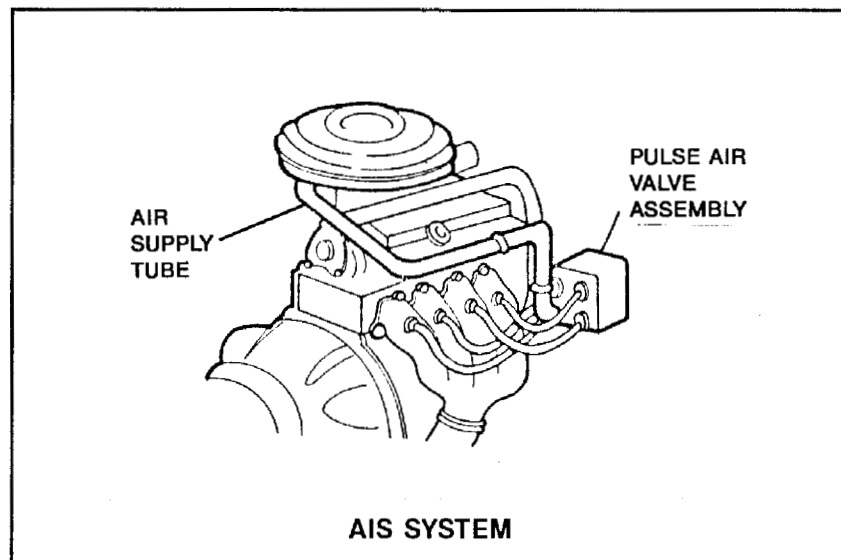
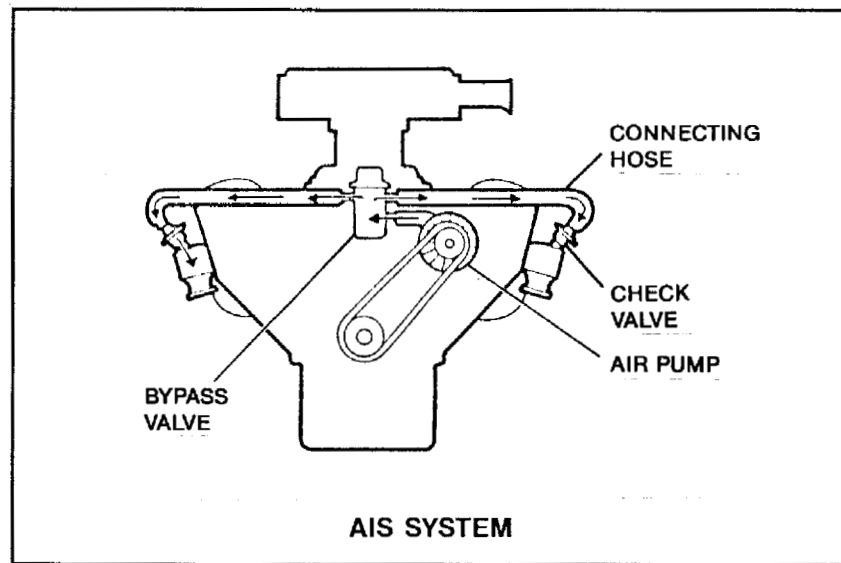
EXHAUST GAS RECIRCULATION SYSTEM (EGR)

The purpose of the exhaust gas recirculation system is to supply, in the proper proportion, inert gas to the air/fuel mixture in the intake manifold. This dilution of the air/fuel mixture reduces the peak flame temperatures during combustion and reduces the amount of oxides of nitrogen (NOx) in the exhaust.



EVAPORATIVE EMISSION SYSTEM (EVP)

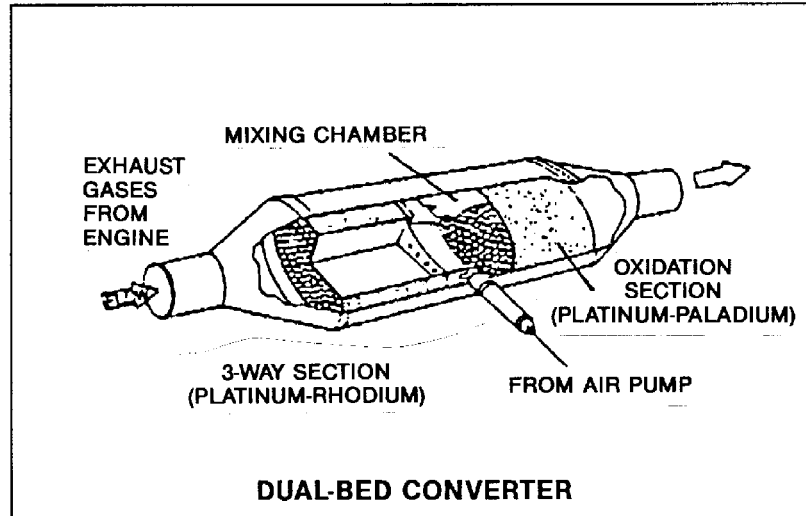
The evaporative emission control system restricts the release of hydrocarbons (HC) to the atmosphere, the result from fuel evaporating from the fuel tank and carburetor vents.



AIR INJECTION SYSTEMS (AIS)

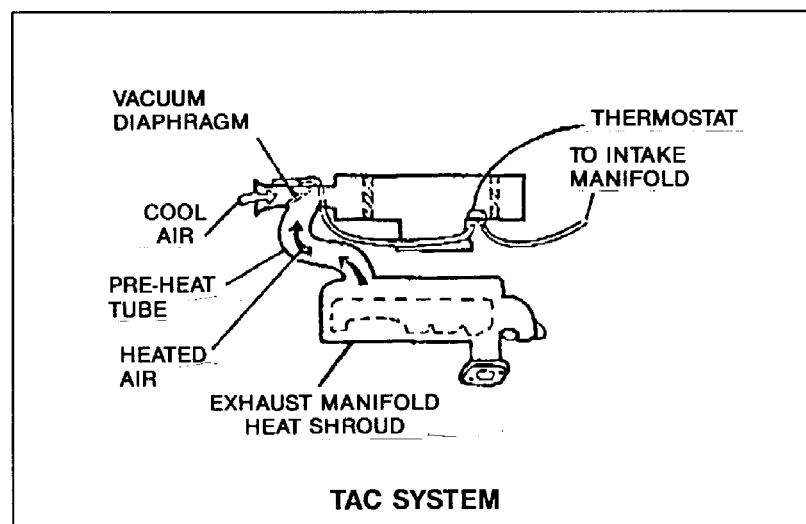
The purpose of the air injection system is to supply additional oxygen (air) at the exhaust ports near the exhaust valves to extend the combustion process into the exhaust system. The system can be equipped with or without an external air pump. This system reduces the unburned hydrocarbon and carbon monoxide emissions after they leave the combustion chambers.

EXHAUST EMISSION SYSTEMS



CATALYTIC CONVERTER SYSTEM (CAT)

The catalytic converter system reduces the amount of exhaust emissions after they leave the combustion chamber. By treating the exhaust after it leaves the engine, the converter does not adversely affect normal engine performance. A very important requirement for operation of the converter is the use of UNLEADED FUEL.



THERMOSTATIC AIR CLEANER (TAC)

The TAC system is designed to provide air to the carburetor during cold-engine operations. By providing heated air during engine warm-up conditions, the amount of choke operation is reduced, thus improved gas mileage, cold engine driveability is improved and carburetor icing eliminated. This system also results in reduced carbon monoxide and hydrocarbon emissions.

LIST OF APPROVED TESTING DEVICES

DECELEROMETERS

AMINCO-JAMES
Model 5-4015
American Instrument Company
Silver Springs, Maryland 20910

ATLAS (Bear)
Model EB-495
Atlas Company
Springfield, New Jersey 07081

BOWMONK
Model Mark III
Lasco Importers
123 West 47th Avenue
Vancouver, Canada

MUTHER
Model Stopmeter
Muther Manufacturing Company
44 Binford Street
Boston, Massachusetts 02210

VC 2000 Braking Test Computer
Minnetonka Warehouse Supply, Inc.
Verlcom VC000 Computer Division
6008 Culligan Way
Minnetonka, Minnesota 55345

BEAR (Marquette)
Models 46-154 (1148), 47-16(4505), 47-105(450W), 47-107(4506)
440441, 451W, 1145, 4510, 4511
Marquette Mfg. Company
3800 North Dunlap Street
St. Paul, Minnesota 55112

FRASER GAUGE
Models FBT-101, FBT-102, FBT-2000 and FBT-BSP
1352 Harvard Road
Grosse Point, Michigan 48211
(313) 832-0020

BRAKE MACHINES

ATLAS (Bear)
Model EB450W
Atlas Company
Springfield, New Jersey 07081

BEAR
Model 47-700, 47-800
8001 Angling Road
Kalamazoo, Michigan
Approved for front-wheel drive vehicles

CLAYTON
Models B 8 CP-200; B 8 CP-400
Clayton Mfg. Company
Post Office Box 550
El Monte, California 91734

HEKA BRAKE ANALYZER
76 University Avenue
Rochester, New York 14605
HUNTER ENGINEERING COMPANY
Model B400
Approved for front-wheel drive vehicles

AMMCO
Models 7350, 7375
(Bennett-Feragan)
Ammco Tools, Inc.
2100 Commonwealth
North Chicago, Illinois 60064

BEAR (Marquette)
Model 47-108495
Marquette Mfg. Company
3800 North Dunlap Street
St. Paul, Minnesota 55112

JOHN BEAN
Models 1360, 1361
John Bean Division
FMC Corporation
Lansing, Michigan 48909

TAPLEY
Models 84, 87
Tapley Products
53 Park Place
New York, New York 10007

WEAVER
Models WY-400, WY-75, WY-75.36,
Weaver Division, Dura Corporation
Walter Kidde & Company, Inc.
Paris, Kentucky 40361

04.30.08

MAHA USA

Model IW 2 PROFI
148 E. Highway 134
Pinckard, AL 36371
(847) 609-2580

Mustang Dynamometer
2300 Pinnacle Pkwy.
Twinsburg, Ohio 44087-2368
Model: MD-03K-BT-SL
Approved for front wheel drive vehicles
(330) 963-5400

Hunter Engineering Company
Model B400 and B400T
Approved for front wheel drive vehicles
11250 Hunter Drive
Bridgeton, Missouri 63044-2391
(314) 731-3020

Vehicle Inspection Systems, Inc.
Model VIS Performance Brake Tester (PBBT)
(This model commonly known as VIS-Check)
2400 Lake Orange Drive, Suite 105
Orlando, Florida 32837
(407) 206-3615

TINT METERS

Laser Labs, Inc.
Models 100, 200 and 400
454 Firt Parish Road
Scituate, Massachusetts 02066
1-800-452-2344

Monroe PMP (Previously approved as Pocket Detective Tint Meter)
Models 2.1 (Part #801-0) and new model 2.1
68 South Squirrel Road
Auburn Hills, MI 48326-3249
1-800-440-3967

LASH TESTING DEVICES

LASH CHEK
Model VT1
Wallace Instruments, Inc.
Post Office Box 831
Gladewater, Texas 75647

GAS CAP TESTERS

Stant Mfg. Co.
Models 12370, 12470, 12300, 12400, 12440
1-800-822-3121 Ext. 330

Waekon Corporation
Models FPT 2600 EX1, FPT 27-EX1
1-800-367-9235

MOTOR VEHICLE MODEL YEAR

30.09 MOTOR VEHICLE YEAR MODEL REFERENCE CHART

On 1981 and later year model vehicles the 10th digit from left to right will designate the year model of a motor vehicle according to the following chart:

VEHICLE MODEL YEAR		
1980A	1990L	2000Y
1981B	1991M	20011
1982C	1992N	20022
1983D	1993P	20033
1984E	1994R	20044
1985F	1995S	20055
1986G	1996T	20066
1987H	1997V	20077
1988J	1998W	20088
1989K	1999X	20099
<hr/>		
2010A	2020L	2030Y
2011B	2021M	20311
2012C	2022N	20322
2013D	2023P	20333
2014E	2024R	20344
2015F	2025S	20355
2016G	2026T	20366
2017H	2027V	20377
2018J	2028W	20388
2019K	2029X	20399

NOTE: Do not include special characters such as asterisk, stars, etc.

NOTE: This chart does **not** apply to **trailers**

CHAPTER FIVE RECORDS AND REPORTS CHAPTER CONTENT

RECORDS AND REPORTS	05.05.00	p. 5-1
Signature Card - VI-13	05.01	p. 5-2
Station Application - VI-2	05.02	p. 5-3
Inspection Certificate Requisition - VI-18A	05.03	p. 5-5
Inspection Station Weekly Report - VI-8A	05.04	p. 5-7
Inspection Station Weekly Report - VI-8	05.05	p. 5-10
Rejected Vehicles and Rejection Receipt - VI-7	05.06	p. 5-11
Out-of-State Identification Certificate - VI-30A	05.07	p. 5-12
Waiver Affidavit - VIE-12	05.08	p. 5-14

05.05.00 RECORDS AND REPORTS

As in any business, records must be kept, reports made, and supplies ordered. This section discusses the records kept, reports made, and the ordering of supplies, all necessary to the operation of your Official Vehicle Inspection Station. These forms are discussed to assist you in their handling and to facilitate proper and speedy utilization of all required records and reports.

Records that are to be retained by the inspection station shall be kept in a safe place, within the inspection station, and shall be available to authorized representatives of the Department. The station owner or operator shall file such records in a manner as to assure the easy location of specific records when necessary.

Duplicate copies of inspection station reports, rejection receipts, identification certificates, and station requisitions shall be kept of each inspection year at the Official Vehicle Inspection Station for a period of at least one year from date of completion.

All reports, and all other correspondence relative to Vehicle Inspection must be sent to the following address otherwise, this Department will not be responsible for any delay or loss incurred: Vehicle Inspection Records, Texas Department of Public Safety, Box 14900, Austin, Texas 78761-4900. All requisitions shall be sent to Texas Department of Public Safety, Box 15999, Austin, Texas 78761-5999.

Storage space should be provided in the inspection station for the proper preservation of inspection records. Every inspection station shall keep the current inspection records available in the immediate area where the inspections are performed. Inspection certificates and identification certificates are not included in these requirements. Inspection certificates and identification certificates must be kept locked to prevent theft, even during normal business hours. It is permissible to keep accumulative records as well as completed records not currently in use, in another location in the inspection station, but those records that are in daily use must be conveniently available for the use of the certified inspector.

Additional inspection station report forms, rejection books, and requisition forms are available from the Department representative supervising your inspection station.

Every person, firm, or corporation engaged in the business of operating a repair shop or garage of every kind, within this state, where the repairing, rebuilding, or repainting of automobiles is carried on, or electrical work in connection with the repair of automobiles is done and performed, and every person, firm, or corporation engaged in the business of the purchase and sale of secondhand or used automobiles within this state, shall keep a well bound book in the office or place of business where said work is carried on, or said business conducted, in which shall be kept in a clear and intelligent manner, a register of each repair or change in any automobile of every description so repaired or dealt in by any party mentioned

in this law. Repairs of a value not exceeding One Dollar (\$1.00) are hereby excepted.

Said register shall contain a substantially complete and accurate description of each car upon which there is performed said repairs, or upon which there is installed any new parts or accessories of any character, and where the said car is bought or sold as a used car, the said register shall particularly show in each of the cases mentioned, the make of the automobile, the number of cylinders, motor number, passenger capacity, model, and also the name, apparent age and sex, and any special identifying physical characteristics of the party or parties claiming to be the owner or owners of the automobile, or their usual place of address, and the state register number of such automobile. In case of the sale of a used or secondhand car by any dealer or the owner or proprietor of any garage, a like register shall be made as to the name and address and description of said purchaser, the character and description of said car and the state register thereof. Said registers shall be kept in a secure place and be subject at all times to the inspection of any peace officer desiring to examine the same or any party or parties interested in tracing or locating stolen automobiles.

All records required to be kept by the requirements of this article shall be preserved for one year after the date recorded and shall be open to the inspection of the public at all reasonable hours. Whoever shall fail to comply with any provision of this article shall be fined not less than Ten Dollars (\$10.00) nor more than One Hundred Dollars (\$100.00).

05.05.01

05.01 Signature Card Procedure. Requisitions must be signed by the authorized owner or employee with the signature as it appears on the signature card on file in Austin.

One, two, or three persons may be authorized to sign a requisition and thus order additional inspection certificates for the inspection station. The persons designated by the owner of the inspection station must place their own personal signatures on all cards in one of the three spaces provided. The owner, or person whose signature appears on the application, must endorse the cards on line #1.

No one, regardless of title, can requisition inspection certificates unless their signature is on the signature card on file in Austin.

TEXAS DEPARTMENT OF PUBLIC SAFETY		Expires _____
SIGNATURE CARD		
<input type="checkbox"/> 1 Yr Safety <input type="checkbox"/> OBD <input type="checkbox"/> ASM <input type="checkbox"/> TSI <input type="checkbox"/> 2 YR Safety <input type="checkbox"/> T/MC <input type="checkbox"/> Unique <input type="checkbox"/> CT <input type="checkbox"/> CW		
Date _____ Region _____ DPS Rep. _____ Insp. Station # _____		
Inspection Station Name (DBA) _____		
Mailing Address _____		
City _____ State _____ Zip _____ County _____		
Physical Address _____ Telephone # () _____		
Federal or State Tax ID # _____		
The following persons are authorized to order inspection certificates:		
Name (Type or Print)	DL #	Signature
1. _____ (Owner/or Manager)	_____	_____
2. _____	_____	_____
3. _____	_____	_____
<small>VI-13 (Rev. 5/05)</small>		

TEXAS DEPARTMENT OF PUBLIC SAFETY

APPLICATION FOR DESIGNATION AS AN OFFICIAL VEHICLE INSPECTION STATION

FOR DEPARTMENT USE ONLY		
REGION	CLASS	STATION NO.
TYPE OF STATION <input type="checkbox"/> SAFETY <input type="checkbox"/> EMISSIONS		
TYPE OF APPLICATION <input type="checkbox"/> NEW <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> RENEWAL <input type="checkbox"/> REINVESTIGATION <input type="checkbox"/> ENDORSEMENT CHANGE		

All information on this form, except the signature, must be typewritten or printed in ink. The signature shall be written in ink.

State of Texas County of _____

STATION INFORMATION: Corporations should apply using full name, including DBA as filed with the Texas Secretary of State. Sole Proprietorships or Partnerships should apply using assumed name as filed with county clerk.

Corporation/Business Name _____ Federal/State Tax ID# _____

Physical Address (Street, Highway, Etc.) _____ City _____ Zip Code _____ Business Telephone # _____

OWNER INFORMATION: List below the name(s) and residence addresses of the owners (individually owned or partnership) or if the applicant is an association, the name and residence addresses of the person(s) constituting the association, and if a corporation, the names, residence addresses, and title of the principal officers.

Name/Corporation _____ Title _____

Address _____ City _____ State _____ Zip Code _____ Home Telephone # _____

Name/Corporation _____ Title _____

Address _____ City _____ State _____ Zip Code _____ Home Telephone # _____

If you have previously been licensed as an official vehicle inspection station, provide the following information:

Station Name _____ City _____ Date _____

For Corporations, I certify that:

_____ My corporate franchise taxes owed to the State of Texas under Tax Code Chapter 171 are current.

_____ The corporation is exempt from, or not subject to the Texas Franchise Tax.

Y / N Have you previously been convicted of a felony or a Class A or Class B misdemeanor under the law of this state or another state in the United States? (A probated, suspended sentence or deferred adjudication is considered a conviction.)

Y / N Are you currently under any court imposed supervision or probation for the above offense?

Offense Charged _____ Date _____ Disposition of Case _____

Being duly sworn makes application for appointment as an official vehicle inspection station as provided by law and states that the statements made herein are true and correct. In making this application I, or we, understand fully and agree to act as directed by the Texas Department of Public Safety in inspecting vehicles in accordance with the rules and regulations. I obligate myself and my employees to conduct honest, thorough and efficient inspections, as promptly as possible, in accordance with the Texas Vehicle Inspection Act and in accordance with the Department's Rules and Regulations Manual for Official Vehicle Inspection Stations and Certified Inspectors.

Applicant Signature _____ Printed Name _____ Title _____ DL# _____ State _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary or Department Representative Signature _____

NOTICE TO APPLICANTS: 1.221 BUSINESS LICENSE & PERMITS; PROCESSING TIME; APPEALS

An applicant may appeal to the Director of the Department for a timely resolution of any dispute arising from a violation of the period of 45 days as set forth under Department Rule 1.221 for issuance or denial of a Vehicle Inspection Station License. An applicant shall perfect an appeal by filing a written request addressed to the Director requesting review of the application to determine whether the Department exceeded its established period for issuance or denial of the license.

Applicant's Signature: The application shall be signed by the owner, if a natural person, and in the cases where the owner is a corporation, copartnership, or association, by an executive officer thereof or some person specifically authorized by said corporation to sign the application, written evidence of authorization to sign shall be attached to this application.

VI-2 (5/05)

FOR DEPARTMENT USE ONLY

[illegible]

05.03 Requisition for Inspection Certificates. The initial order for safety inspection certificates and identification certificates will be supplied by the Department representative when the inspection station is placed in operation.

All subsequent orders for safety inspection certificates must be directed to Vehicle Inspection Records MSC 0542, Texas Department of Public Safety, Box 15999, Austin, Texas 78761-5999. Identification certificates may also be ordered through Vehicle Inspection Records, or any local DPS office that sells inspection certificates.

Demands for safety inspection certificates and identification certificates should be anticipated enough in advance that requisitions can be filled by mail from Austin before the inspection station's supply is depleted.

Requisitions must be accompanied by a check, cashier's check, or money order, made payable to the Texas Department of Public Safety. Checks, cashier's checks, and money orders received for inspection certificates without a properly executed requisition form will be returned.

All incomplete or improper requisitions, checks, or money orders will be returned to the inspection stations for correction. To avoid unnecessary inconvenience or delay, recheck the information very carefully before submitting the requisition.

Requisitions will be filled and delivered to the requesting inspection station in a manner to be determined by the Department. All information listed on the requisition form must be completed or delay will result. Check the requisition carefully. Money total must equal number of books ordered. No cash can be accepted. Two copies of the requisition form are necessary. Submit the original and one copy to Austin, four copies if buying at a local DPS Office.

Safety inspection certificates and identification certificates are not sold, loaned, or transferred to another inspection station or individual or issued at any location other than at the approved inspection station.

Inspection stations are required to have safety inspection certificates and identification certificates on hand at all times during the year. Inspection stations which fail to keep an ample supply on hand in order to accommodate motorists will not be tolerated.

When a person who has been authorized to order certificates resigns or otherwise leaves your employ, the station owner or operator must advise the Department representative supervising the inspection station.

The following rules must be followed in preparing and submitting the vehicle inspection station report (Form VI-18).

1. **Station number** must reflect region, class and 5-digit number as stated.
2. **Date** must have complete month, day and year. (Example: 01 03 98)
3. **Authorized signature:** Person who has authorization to purchase the certificates.
4. Inspection station name should reflect the name the station is doing business as (d.b.a.). Print the name, mailing address, city and zip code. Please do not write TX or Texas in the city portion of the form.
5. Place how many books of certificates for each type of certificate sold in spaces provided.
6. Amount of each type of certificate in spaces provided next to how many books.
7. Total all fees collected for certificates.
8. Denote check/money order number in space below fees collected.
9. Begin to print what certificate series were purchased (beginning and ending certificate numbers).
10. Signature of Person Receiving Certificates and their driver license number or ID number.
11. Date sold. See #2.
12. DPS Representative ID is the person issuing the certificates to the inspection station.
13. **When printing information on VI-18, please use all CAPITAL LETTERING.**

**TEXAS DEPARTMENT OF PUBLIC SAFETY
REQUISITION FOR INSPECTION CERTIFICATES**
DO NOT FOLD

Instructions: Use black ballpoint pen. Darken ovals. Print clearly.

MAIL REQUISITION IN DUPLICATE TO:
Vehicle Inspection Service
Texas Department of Public Safety
Box 15999, Austin Texas 78761-5999

ORIGINAL AND ONE COPY must be submitted with check or
money order payable to the TEXAS DEPARTMENT OF
PUBLIC SAFETY when ordering certificates by mail.

AUTHORIZED SIGNATURE

STATION # (INCLUDE REGION CLASS STATION)

DATE

INSPECTION STATION NAME

MAILING ADDRESS

CITY

ZIP CODE

**Please furnish Certificates as indicated**

# OF CERTIFICATES (BOOKS)	
1 Year Safety Only	\$
# OF CERTIFICATES (BOOKS)	
2 Year Safety Only	\$
# OF CERTIFICATES (BOOKS)	
Trailer/Motorcycle	\$
# OF CERTIFICATES (BOOKS)	
Commercial Windshield	\$
# OF CERTIFICATES (BOOKS)	
Commercial Trailer	\$

El Paso/Emission	# OF CERTIFICATES (BOOKS)	\$
ASM/Emission	# OF CERTIFICATES (BOOKS)	\$
OBED/Emission	# OF CERTIFICATES (BOOKS)	\$
OBOTSI Emission	# OF CERTIFICATES (BOOKS)	\$
ETO	# OF CERTIFICATES	\$

TOTAL FEES COLLECTED: \$

Check No. / Money Order No.

FOR DEPARTMENT USE ONLY

Date: Location: City: Location #:

EXAMPLE: BEGINNING SERIAL NO. **G 131000001** ENDING SERIAL NO. **G 131000050**

NUMBER OF CERTIFICATES

BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
BEGINNING SERIAL NO.	ENDING SERIAL NO.	"
VI - 30 BEGINNING SERIAL NO.	VI - 30 ENDING SERIAL NO.	"

Signature of Person Receiving Certificates

Driver License Number

DPS Representative:

ID #:

VI-18A (5405)

05.04 Inspection Station Reports. Inspection certificates issued for new calendar year must be reported on a separate weekly report.

The inspection report forms shall be submitted in the original only to the Department on Monday of each week. Inspection stations issuing both types of certificates will mail reports as required, except report forms will be submitted when trailer and motorcycle inspections have been recorded for the week or a minimum of at least once a month.

Inspection certificate serial numbers will be listed in consecutive numerical order, listing all vehicles inspected as approved or rejected.

When the inspection certificate alphabet prefix or the number sequence changes, skip a line on the inspection station report. A duplicate copy of such reports shall be made and retained for one year by the inspection station for its records. This shall include the current and preceding inspection year.

Immediately notify your supervising Vehicle Inspection Department representative if any inspection certificates are lost or stolen.

Lost, stolen, or voided safety inspection certificates must be shown on the inspection station report in their proper numerical order with a notation as to the disposition. All reports must be neat, legible, and contain the correct information and date for every vehicle inspected. Every item adjusted, replaced, or repaired must be reported and the correct charges listed.

The certified inspector making the inspection shall be responsible for recording the necessary information, including their signature, in the appropriate column on the inspection station report.

Each inspection station will be accountable for each certificate it receives from the Department. Each certificate's serial number must be shown on the inspection station report as issued or returned to the Austin office for credit at the end of the inspection year.

Inspection station reports should be signed by the person responsible for the Official Vehicle Inspection Station. Failure to submit inspection station reports as required herein shall be grounds for suspension or revocation of station license. Fraudulent entries that deliberately misrepresent an inspection will be sufficient cause to suspend inspection privileges.

Inspection station reports, rejection books, requisitions, etc., will be supplied by the Department representative supervising the inspection station.

The following rules must be followed in preparing and submitting the Vehicle Inspection Station Report

1. The vehicle inspection report must be submitted each Monday for the period covering the previous week if the vehicle inspection station is classed as public, motorcycle, or trailer. Fleet or governmental vehicle inspection stations will submit the Vehicle Inspection Station Report monthly.

2. The report must be made in duplicate. The original reports must be mailed to the Texas Department of Public Safety, Vehicle Inspection Records, PO Box 14900, Austin, Texas 78761-4900; the duplicate must be kept in the inspection station file for a permanent record.

3. If more than one page of report is submitted for one week, **all sheets must be headed with inspection station number label, (place label in designated area only) name, etc.,** and signed by someone at the inspection station. (This signature need not be a certified inspector or inspection station owner or operator.) **When printing information on VI-8A, please use all CAPITAL LETTERING.**

4. The certified inspector performing the inspection shall be responsible for recording the necessary information including his signature in the appropriate box on the inspection station report. Do not use nicknames. The use of ditto marks is not permitted.

5. The true date of the inspection must be entered in the boxes provided on the report. A new report form must be started January 1 of each year.

6. The license plate number that the vehicle is displaying at the time of the inspection must be entered in the space/boxes provided. If there is no license plate on the vehicle at the time of inspection, the word "NONE" will be entered. Out-of-state license, dealer's numbers, etc., are permissible.

7. The vehicle identification number taken from the vehicle must be entered in the space/boxes provided. If there is no vehicle identification number, the word "NONE" will be entered. If the number is obscured, "OBS" will be entered.

8. The correct year model and code for the make of the vehicle will be entered in the boxes provided.

9. The correct mileage or odometer reading of the vehicle will be entered in the boxes provided.

10. If the vehicle **PASSES ALL OF THE REQUIREMENTS FOR THE INSPECTION**, nothing will be written in the boxes provided for checking each item of inspection. Boxes are provided for the inspection certificate number. Use the barcode along with the certificate number provided with each book of certificates. If unavailable, then print the certificate number in the boxes provided. VI-30 (out-of-state vehicle identification certificate serial number) must be entered in the boxes provided. **THE STATUTORY FEE WILL BE ENTERED AS THE TOTAL CHARGE.**

11. If the vehicle **FAILS TO PASS ONE OR MORE OF THE REQUIRED ITEMS OF INSPECTION AND THE VEHICLE**

OWNER OR OPERATOR ELECTS TO HAVE THE NECESSARY REPLACEMENTS OR REPAIRS MADE AT YOUR INSPECTION STATION, then enter the number symbol identifying the item in need of repair in the box provided. **IN THIS CASE THE CHARGE WILL BE THE STATUTORY FEE PLUS THE CHARGES MADE FOR THE REPLACEMENT OR REPAIRS OF REQUIRED ITEMS OF INSPECTION ONLY.**

12. If the vehicle **FAILS TO PASS ONE OR MORE OF THE REQUIRED ITEMS OF INSPECTION AND THE VEHICLE OWNER OR OPERATOR ELECTS TO HAVE THE REPAIRS MADE ELSEWHERE**, enter the number symbol identifying each item failed in the boxes provided. **IN THIS CASE A REJECTION RECEIPT WILL BE ISSUED AND THE TOTAL CHARGE WILL BE THE STATUTORY FEE.** Explain the rejection receipt procedure to the vehicle owner or operator. Do not put rejection where certificate number would appear. Leave area blank.

13. If the vehicle described in Rule 12 returns to the same inspection station within fifteen (15) days after the rejection receipt was issued and the vehicle now passes all the requirements, a new line will be entered on the report, the inspection certificate number issued will be shown, leave total charges blank.

14. Do not enter charges made by an outside garage even

though the amount of charges is known. **NEVER ENTER ANY CHARGE ON THIS REPORT THAT IS FOR ANY OTHER ITEM OTHER THAN REPLACEMENTS OR REPAIRS THAT WERE NECESSARY FOR THE VEHICLE TO PASS INSPECTION.**

15. NEW VEHICLES, MOTORCYCLE-TYPE VEHICLES AND ALL TRAILER-TYPE VEHICLES WILL BE REPORTED ON SEPARATE FORM (VI-8A) AND THE CERTIFICATE NUMBER WILL BE RECORDED IN THE APPROPRIATE BOXES. All reports must be originals before mailing to Austin.

16. To void line or certificate, fill in bubble marked "Void." Do not put "Void" in any of the boxes. Do not draw a line through the boxes. Skip to the next line to begin another entry.

17. Duplicate copies of form VI-8A covering the issuance of annual and motorcycle-trailer inspections will be retained by the vehicle inspection station for its records for a period of one year. Duplicate copies of the report covering the 2 year inspection will be retained for a period of two years.

18. The Texas Vehicle Inspection Act states that it is a violation of the law not to record and report inspections as prescribed by the Department of every inspection made and every inspection certificate issued (TRC, Section 548.253).

PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW FOR ENTERING THE APPROPRIATE NUMBER FOR REPAIRS OR FAILURES AND THE NUMBER FOR THE MAKE OF THE VEHICLE BEING INSPECTED.

SHOW REPAIRS OR FAILURES BY ENTERING THE APPROPRIATE NUMBER SYMBOL IN THE "REPAIRS" OR "FAILURES" SECTION ON THE REPORT.		
01 - HORN	11 - TURN SIGNALS	COMMERCIAL INSPECTIONS ONLY
02 - BRAKES	12 - REAR LIGHTING	22 - I/D LAMP
03 - TIRES	13 - SAFETY GUARDS (MUDFLAPS)	23 - BACK UP LAMP S
04 - STEERING	14 - WINDSHIELD WIPERS	24 - HAZARD LAMPS
05 - REFLECTORS	15 - CAB/SIDE MARKER LAMPS	25 - COUPLING DEVICES
06 - HEADLAMPS	16 - WARNING LAMPS (SCHOOLBUS)	26 - FUEL SYSTEM
07 - MIRRORS	17 - SIGNS (SCHOOLBUS ONLY)	27 - SUSPENSION
08 - WHEEL ASSEMBLY	18 - FIRE EXTINGUISHER (SCHOOLBUS)	28 - FRAME
09 - SEAT BELTS	19 - EXHAUST SYSTEM	29 - WINDSHIELD
10 - EMISSION SYSTEM	20 - WINDOW TINTING	
	21 - GAS CAP	

INSERT APPROPRIATE NUMBER FOR THE MAKE OF VEHICLE BEING INSPECTED				MOTORCYCLES /MOPEDS	SAFETY TRAILERS
VEHICLE MAKE					
01 - ACUR	12 - FIAT	23 - LEXU	34 - PORS	43 - BMW	52 - OTHER
02 - ALFA	13 - FORD	24 - LINC	35 - SAA	44 - EGLE	
03 - AMER	14 - GEO	25 - MB	36 - STRN	45 - HD	
04 - BMW	15 - GMC	26 - MAZD	37 - SUBA	46 - HOND	
05 - BUIC	16 - HOND	27 - MERC	38 - SUZI	47 - KAWK	
06 - CADI	17 - HYUN	28 - MITS	39 - TOYT	48 - KTM	
07 - CHEV	18 - INFI	29 - NISS	40 - VOLK	49 - SUZI	
08 - CHRY	19 - ISU	30 - OLDS	41 - VOLV	50 - YAM	
09 - DAIH	20 - JAGU	31 - PEUG	42 - OTHER	51 - OTHER	
10 - DATS	21 - JEEP	32 - PLYM			
11 - DODG	22 - KIA	33 - PONT			
TRUCKS (INCLUDING BUSES, MOTORIZED HOMES, VANS, ETC.)				COMMERCIAL TRAILERS	
53 - AIRS - AIRSTREAM	62 - KW - KENWORTH	71 - VOLV - VOLVO		77 - OTHER	
54 - CAT - CATERPILLER	63 - LNDR - LANDROVER	72 - WHIT - WHITE			
55 - CHNO - CHINOOK	64 - MACK - MACK TRUCK	73 - WINN - WINNEBAGO			
56 - FORD - FORD	65 - MCIN - MOTOR COACH	74 - OTHER BUS			
57 - FRHT - FREIGHTLINER	66 - PTRB - PETERBILT	75 - OTHER MOTORHOME			
58 - FTWD - FLEETWOOD	67 - REDM - REDMAN	76 - OTHER TRUCK			
59 - HUNT - HUNTSMAN	68 - ROAE - ROADLINER				
60 - INTL - INTERNATIONAL	69 - ROV - ROVER				
61 - ITAS - ITASCA	70 - SILV - SILVERSTREAK				

**TEXAS DEPARTMENT OF PUBLIC SAFETY
VEHICLE INSPECTION STATION REPORT**

 Mail to: Manager Vehicle Inspection Records
 Texas Department of Public Safety
 P.O. Box 14900
 Austin, Texas 78761-4900

For week ending Saturday

APR 20 20

Instructions: Use black ballpoint pen. Darken ovals. Print Clearly.

STATION # (INCLUDE REGION, CLASS, STATION)

 1 Year Windshield
 Trailer/Motorcycle

 2 Year Windshield
 FMCSIR

VI Representative Initials _____

Date _____ Count _____

ZIP CODE _____



INSPECTION STATION NAME

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

VOID	INSPECTION DATE	VEHICLE LICENSE #	MOTOR OR VEHICLE ID #	VI MODEL	MAKE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VI-30 SERIAL NUMBER	FAILURE ITEMS	REPAIR ITEMS	INSPECTION CERTIFICATE NUMBER		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
INSPECTOR'S SIGNATURE	ODOMETER READING	TOTAL CHARGE			
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>			

SIGNED FOR INSPECTION STATION BY

 This report is due on Monday of each week, whether or not inspections are made.
 Please submit original only. Keep appropriate copy for inspection station records.

VS-88 (7/01)

INSPECTION STATION NO. _____

NAME _____

MAILING ADDRESS _____

TOWN _____

MAIL TO: Manager, Vehicle Inspection Section, Texas Department of Public Safety, PO Box 14868, Austin, Texas 78714-8690

FOR WEEK ENDING SATURDAY _____ 20__

VEHICLE INSPECTION STATION REPORT

INSTRUCTIONS: TO SHOW REPAIRS OR FAILURES ENTER THE APPROPRIATE NUMBER SYMBOL IN THE "REPAIRS" OR "FAILURES" SECTION ON THIS REPORT. USE "R" OF "F" WITH NUMBER SYMBOL.

14-DOOR
20-PAKES
2-3-REDS
4-REPAIRING
5-REPAIRING

11-TURN SIGNALS
12-SEAL LIGHTING
13-SAFETY LAMPS
14-WINDSHIELD WIPERS
15-CLEARANCE INSIDE SEE MARKER LAMPS

15-REAR LAMPS (SCHOOL BUSES ONLY)
17-SEAL SCHOOL BUSES ONLY
18-HIS EXTENDED-REAR (HIS-EXT. REAR ONLY)
19-EXHAUST SYSTEM
20-WINDOW TINTING

24-LS, BACK-UP AND HAZARD LAMPS
25-COUP-AN DEVICES
26-FLY SYSTEM
27-SUPERSEAM
28-WINDSHIELD
29-GLASS CAP TEST

INSPECTOR'S SIGNATURE	DATE	LICENSE NUMBER	VEHICLE IDENTIFICATION NUMBER	YEAR	MAKE	MILEAGE OR ODOMETER READING	REPAIRS OR FAILURES (USE "R" OR "F" AND NUMBER SYMBOL)	INSPECTION CERTIFICATE NUMBER	TOTAL CHARGES
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

FOR DEPT. USE ONLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

FOR INSPECTION STATION BY _____

THIS REPORT IS DUE ON MONDAY OF EACH WEEK. WHENEVER INSPECTIONS ARE MADE OR NOT SUBMIT ORIGINAL ONLY - KEEP APPROPRIATE COPY FOR INSPECTION STATION RECORD.

05.06 Rejected Vehicles. In case a vehicle is rejected and the owner fails to have the necessary adjustments made to the vehicle in conformance with the minimum requirements of the Texas Inspection Act, the required inspection fee will be charged and a rejection receipt shall be issued listing items rejected for, and other information required on the receipt. The rejection receipt must be delivered and explained to the owner or operator of the vehicle.

The owner or operator of a vehicle rejected must make or have made the necessary adjustment or repairs and return to the original inspection station for one reinspection within fifteen (15) days from the date of rejection in order to obtain the one reinspection without charge. The rejection receipt must be delivered to the inspection station on reinspection. The vehicle owner or operator shall have the right to remove the vehicle to such place for correction upon paying the inspection fee and has the exclusive right to determine by whom any repairs will be made. The customer should be informed of all defects necessary to put the vehicle in passing condition.

The rejection receipt form must be neat and legible. It must list the reasons why the vehicle was rejected. A copy of the rejection receipt must be kept by the station as a part of the inspection station records and subject to examination at any time by an authorized agent of the Department. Rejection receipts must be issued by the certified inspector for a vehicle presented for inspection that does not pass the inspection requirements. Rejection receipts are an official part of the inspection program.

All rejection receipts must be completely filled in. Give original to the customer and keep the copy with the inspection station records.


Any inspection station which, for any reason, cannot reinspect a vehicle to which that inspection station has issued a rejection receipt shall return the inspection fee. No vehicle will be rejected on any items not covered by TRC, Section 548.051.

The one reinspection must be made within 15 days of the date of the initial inspection excluding the date of the rejection.

[A reinspection of a rejected vehicle by the same inspection station shall include a check of the items previously found defective unless any other obvious defects are noted. When a vehicle is repaired and returned for the one reinspection within 15 days, no additional inspection fee may be charged.

If the rejected vehicle is returned for reinspection to the original inspection station after the 15 days have elapsed from the date of rejection (excluding the date of rejection) or if the vehicle is presented to a different inspection station for reinspection, the vehicle will be handled as if it were being inspected for the first time and the inspection fee may be charged.

NOTE: A rejection receipt issued to a vehicle which does not have a valid current inspection certificate shall not entitle such vehicle to legally operate on a public street or highway.

VEHICLE INSPECTION REJECTION RECEIPT			
Date _____ Vehicle Make _____ Model Year _____			
Vehicle License # _____ Inspection Station # _____			
Inspection Station Name _____			
REJECTED FOR DEFECTIVE			
Horn <input type="checkbox"/>	Windshield Wiper <input type="checkbox"/>	Seat Belt <input type="checkbox"/>	Steering <input type="checkbox"/> Mirror <input type="checkbox"/>
Brake <input type="checkbox"/>	Stop, Tail or License Lamp <input type="checkbox"/>	Turn Signal <input type="checkbox"/>	Safety Guard <input type="checkbox"/>
Exhaust System <input type="checkbox"/>	Exhaust Emission System <input type="checkbox"/>	Reflector <input type="checkbox"/>	Tire <input type="checkbox"/>
Headlamp or Beam Indicator <input type="checkbox"/>	Wheel Assembly <input type="checkbox"/>	Cab Lamp <input type="checkbox"/>	
Clearance/Side Marker Lamp <input type="checkbox"/>			
Other <input type="checkbox"/> _____			
EXPLAIN REJECTION FULLY: _____			
Certified Inspector Making Inspection _____			
If defects indicated above are corrected and the vehicle returned to the original inspection station within 15 days, vehicle will be reinspected once with no additional fee. THIS IS NOT A PERMIT TO DRIVE A DEFECTIVE VEHICLE OR TO DRIVE A VEHICLE WITHOUT A CURRENT VALID INSPECTION CERTIFICATE.			
Fee Paid \$ _____		 Director Texas Department of Public Safety	
VI-7 (11/03)			

[**05.07 Instructions for Out-of-State Identification Certificate**

- VI-30. The Department shall furnish to all inspection stations serially numbered identification certificates for the purpose of verifying the vehicle identification number on vehicles coming into Texas from another state or country.

1. This certificate will be completed by the certified inspector making the inspection of out-of-state registered vehicles presented for inspection for the purpose of registering and titling the vehicle in Texas and may charge a \$1.00 fee.

2. The certificate will not be issued unless the vehicle passes the Texas safety inspection and an official Texas inspection certificate issued to the vehicle.

3. The complete vehicle identification number must be recorded on the identification certificate exactly as it appears on the vehicle. The number will not be taken from any title, old inspection certificate, or any other document. If the vehicle identification number is missing, obscured, or mutilated, the identification certificate will be completed, showing NONE, OBSCURED, or MUTILATED in the blanks provided for the vehicle identification number.

4. If any error is made while recording any of the information required on the identification certificate, VOID the form and fill out another certificate with the correct information. Keep all copies of all voided forms.

5. The number appearing on the odometer of the motor vehicle at the time of the inspection, if the motor vehicle has an odometer, should be recorded on the identification certificate in the space provided under the inspection certificate number.

6. The original of the identification certificate will be presented to the driver of the vehicle for their use in registering and titling the vehicle. The copy of the identification certificate will be retained by the inspection station.

7. If the vehicle already bears a valid Texas inspection certificate issued within the last 30 days, no additional inspection is required unless an item of inspection is obviously defective. The identification certificate number shall be recorded in parentheses in the portion normally used to record "R's" on a state inspection and a \$1.00 fee will be recorded in the "Total Charges" column.

8. The identification certificates shall be safeguarded in the same manner required to safeguard safety inspection certificates.

[9. The identification certificate number shall be recorded on the Vehicle Inspection Station Report VI-8 in spaces where repairs are normally noted. The number shall be placed in

parentheses () in any portion not used to record "R's" for that particular vehicle.

10. The identification certificate will be completed in ink by the certified inspector. The certified inspector will not sign the identification certificate until all blanks have been completed. Make sure that your carbon copy of this form is legible. These forms will be obtained from the Vehicle Inspection Department representative at no cost.

11. Failure to comply with the rules governing the issuance and safeguarding of out-of-state identification certificates as required by law and Department of Public Safety Rules, can result in enforcement or suspension action against the certified inspector and/or station.

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OUT OF STATE IDENTIFICATION CERTIFICATE

FOR A MOTOR VEHICLE LAST REGISTERED
OR TITLED IN SOME OTHER STATE OR COUNTRY

VEHICLE YEAR	MAKE	BODY STYLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
MANUFACTURER'S VEHICLE IDENTIFICATION NUMBER		
<input type="text"/>		
NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED	YEAR OF LICENSE	LICENSE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

INSPECTION CERTIFICATE NO.	<input type="text"/>
----------------------------	----------------------

ODOMETER READING	<input type="text"/>
------------------	----------------------

INDIVIDUAL PRESENTING VEHICLE	
LAST NAME	FIRST NAME
<input type="text"/>	<input type="text"/>
TYPE OF ID PRESENTED	
STATE ISSUED ID OR DL <input type="checkbox"/>	STATE <input type="checkbox"/>
MILITARY ID <input type="checkbox"/>	PASSPORT <input type="checkbox"/>
ID NUMBER	
<input type="text"/>	

NOT ACCEPTABLE WITH ERASURES OR ALTERATIONS

STATEMENT OF INSPECTOR

I, the undersigned duly appointed inspector, hereby certify that I have physically examined the manufacturer's vehicle identification number of the motor vehicle described above.

DATE	<input type="text"/>	INSPECTOR'S SIGNATURE	<input type="text"/>
STATION NUMBER	<input type="text"/>	STATION NAME	<input type="text"/>

—NOTICE TO OUT OF STATE OWNER—

This form must be attached to your application for Texas Certificate of Title at the time you purchase Texas License plates from county Tax Assessor-Collector. This inspection is required by law.
STATION COPY



TEXAS DEPARTMENT OF PUBLIC SAFETY AFFIDAVIT



All blanks must be completed

State of Texas

County

I, _____, hereby certify, under the penalty of perjury, the vehicle, a

Affiant/Applicant Name (PRINT)

Year Make Model

License Plate # Vehicle Identification # (VIN) Mileage

registered to _____ is not required to be emission inspected under the provisions of

Registered Owner of Vehicle

Transportation Code, Chapter 548, Subchapter F.

CHECK ONE ONLY AND INITIAL:

- ☐ Vehicle is not subject to the Texas Vehicle Emissions Inspection and Maintenance Program because said vehicle is not and will not be primarily operated (driven, parked, or stored for 60 calendar days per testing cycle) in affected counties. I further certify that in the future if said vehicle is primarily operated in affected counties, said vehicle will be re-inspected at an inspection station certified to do emissions testing. (Registered in an affected county, but operated outside an affected county; e.g., company fleet vehicle, hunting vehicle, exempt from emission test on resale, etc.)
- ☐ Vehicle is no longer subject to the Texas Vehicle Emissions Inspection and Maintenance Program because said vehicle is no longer and will no longer be primarily operated (driven, parked, or stored for 60 calendar days per testing cycle) in affected counties. I further certify that in the future if said vehicle is primarily operated in affected counties, said vehicle will be re-inspected at an inspection station certified to do emissions testing. (Registered in an affected county, but owner does not currently reside in an affected county and will not operate over 60 days per calendar year in an affected county; e.g., someone who moved from an affected county.)
- ☐ will not return to an affected county prior to the expiration of the current inspection certificate. I further certify that immediately upon return to an affected county, said vehicle will be re-inspected at an inspection station certified to do emissions testing. (Registered in an affected county and primarily operated in an affected county, but outside county upon expiration of inspection certificate; e.g., student, vacationer, extended out-of-town business, etc.)
- ☐ is inoperable and will not be operated in an affected county. I further certify that when this vehicle becomes operable it will immediately be inspected at an inspection station certified to do emissions testing.

I, _____, affirm on this the _____ day of

AFFIANT/APPLICANT NAME (PRINT)

_____, 20 _____, the above information is true and correct. (Notary not required)

AFFIANT/APPLICANT SIGNATURE

WITNESS NAME (PRINT)

WITNESS SIGNATURE

If this affidavit is used for the purpose of receiving a Safety Inspection Certificate, inspection station personnel must complete the following information and process document as instructed below.

STATION NAME

STATION #

INSPECTOR NAME

INSPECTOR ID #

CERTIFICATE #

Instructions for inspection station personnel: This form is NOT to be used in affected counties. Provide the motorist with a copy of the affidavit to carry in the vehicle AND hold original affidavits for your assigned DPS technician. Forms should be mailed by DPS Technician to Vehicle Inspection & Emissions, Austin HQ, for further confirmation.

VE-12 (Rev. 4/05)

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06.00.00 INFORMATION**Compulsory Inspection of Commercial Motor Vehicle**

1. The term "commercial motor vehicle" means a self-propelled or towed vehicle, used to transport persons or property that is used on a public highway to transport passengers or cargo if:

- a. The vehicle or combination of vehicles has a gross weight, registered weight, or gross weight rating of more than 26,000 pounds; or
- b. The vehicle is a farm vehicle with a gross weight, a registered weight, or a gross weight rating of more than 48,000 pounds; or
- c. The vehicle is designed to transport more than 15 passengers, including the driver; or
- d. The vehicle is used to transport hazardous materials in a quantity requiring placarding by a regulation issued under the Hazardous Materials Transportation Act; or
- e. The vehicle or combination of vehicles has a gross weight rating of more than 10,000 pounds and is operated in interstate commerce and registered in this state.

2. A commercial motor vehicle that is registered in this state shall be required to pass an annual inspection of all safety equipment required by the Federal Safety Regulations.

3. A commercial motor vehicle required to be inspected under the Federal Motor Carrier Safety Regulations is also subject to the regular state inspection requirements set forth in Chapter 4 of this Rules and Regulations Manual.

NOTE: For inspection requirements on house moving and converter dollies refer to Chapter 4.

Acceptance of out-of-state commercial vehicle inspection certificates:

- 1. A valid commercial vehicle inspection certificate issued outside of Texas is acceptable on a Texas registered commercial vehicle.
- 2. Valid out-of-state inspection certificates will not be honored on commercial vehicles required to be registered in this state.

Exceptions to the Federal Motor Carrier Safety Regulations inspection are as follows:

- [1. All school bus operations used to transport only children and/or school personnel from home to school and school to home, or a school related activity trip other than all routes to and from school and operated at a speed of 50 mph or less

(contract school buses are not exempt if used for any purpose other than transporting children to and from school only).

2. Transportation performed by the Federal Government, state, or any political subdivision of a state or an agency established under a compact between states that has been approved by Congress of the United States.

3. The occasional transportation of personal property by individuals not for compensation or in the furtherance of a commercial enterprise.

4. The transportation of human corpses or sick or injured persons.

5. The operation of fire trucks and rescue vehicles while involved in emergency and related operations.

6. Farm vehicles with a gross weight, registered weight, or gross weight rating less than 48,000 pounds except interstate operation of more than 10,000 pounds.

The statutory fee may be charged for each Federal Motor Carrier inspection. A unique inspection certificate will be issued which will designate the vehicle has met the FMCSR and state inspection requirements.

06.05.00 REQUIREMENTS FOR THE APPOINTMENT AND OPERATION AS AN OFFICIAL FMCSR INSPECTION STATION. (Refer to Chapters 1, 2, and 3.)

- 1. Procedure for appointment
- 2. Classes of Official Vehicle Inspection Stations
- 3. Periods of inspection
- 4. Responsibility of inspection station owner or operator
- 5. Minimum requirements for Official Vehicle Inspection Station:
 - a. Space
 - b. Equipment
 - c. Manpower
- 6. Operation of Vehicle Inspection Station:
 - a. Inspection fee
 - b. Refund of unused inspection certificates
 - c. Change of location, name, ownership

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- d. Going out of business
- e. Inspection station cancellation
- f. Certification of inspectors

06.10.00 QUALIFICATIONS FOR CERTIFICATION OF FMCSR INSPECTORS. (Refer to Chapter 2.)

06.15.00 DUTIES AND RESPONSIBILITIES OF CERTIFIED FMCSR INSPECTORS. (Refer to Chapter 2.)

06.20.00 INSPECTION ITEMS

The following is a list of items to be inspected in order to be in compliance with the FMCSR Annual Inspection.

[**20.01** Inspect items listed below which are applicable for the class of vehicle being inspected. Refer to Chapter 4 for types of vehicles.

*Check for evidence of Financial Responsibility

- 1. Horn
- 2. Windshield
- 3. Windshield wiper
- 4. Mirror
- 5. Steering
- 6. Seat belt
- 7. Brakes
- 8. Tires
- 9. Wheel assembly
- 10. Safety guards or flaps
- 11. Exhaust system
- 12. Exhaust emission system
- 13. Beam indicator

- 14. Tail lamps
- 15. Stop lamps
- 16. License plate lamp
- 17. Reflective sheeting tape, conspicuity
- 18. Turn signal lamps
- 19. Clearance lamps
- 20. Side marker lamps
- 21. Identification lamps
- 22. Head lamps
- 23. Coupling devices
- 24. Fuel systems
- 25. Suspension
- 26. Frame
- 27. Window tinting or coating
- 28. Motor, serial, or vehicle identification number
- 29. Hazard warning lights
- 30. Backup lamp

06.25.00 DETAILS OF INSPECTION

25.01 Backup Lamp

- 1. Inspect for and reject if:
 - a. Lamp is not present
 - b. Not securely mounted and properly located
 - c. Lamp does not emit proper color; lamp or bulb painted
 - d. Lens cracked, broken, discolored, or missing
 - e. Wiring insulation is worn, rubbed bare, or evidence of burning, short circuiting, or poor connection
 - f. Visibility requirements not met

- g. Lamp is not activated properly when vehicle is in reverse

25.02 Beam Indicator

1. Inspect for and reject if:

In accordance with Chapter 4

[**25.03 Brake System.** Every commercial motor vehicle shall be equipped with brakes acting on all wheels except trucks and truck-tractors having three or more axles manufactured before 1981.

House moving dollies that are required to be inspected under the Commercial Vehicle Inspection Program are exempt from braking requirements under the Motor Carrier Safety Standards and under special mobile equipment sections of state law. Therefore, to avoid conflict, it shall be Department policy to not inspect the brakes on house moving dollies. The inspection certificate for these vehicles should be placed on a plate next to the license plate. This will require the owner of the vehicle to install a special metal plate that allows the inspection station to affix the certificate.

Converter dollies are not exempt from the braking requirements under the Motor Carrier Safety Standards or under special mobile equipment sections of state law.

NOTE: Refer to Chapter 3, 20.05, for certificate mounting requirements.

Every vehicle inspection station must have designated brake test area where road tests are conducted unless a machine is used to brake tests. Any number of inspection stations may use the same area in a given town if authorized by the Department representative.

All road tests for braking efficiency shall be made only at a measured, marked, and approved brake test area. The area shall be substantially level (not to exceed plus or minus 1% grade), smooth, hard surface and free of loose material, oil, or grease. The area must be designated by painted lines, stakes, or other devices noting where the brakes are to be applied.

NOTE: See Chapter 1 for proper marking of brake test area.

Brake test area must be used on every inspection made. Brake tests are permitted when it is raining, snowing, or when the brake test area surface is wet; however, if the certified inspector feels they cannot safely and with due care accurately check the service brakes, they may refuse to make the inspection.

No inspections are permitted when the brake test areas are icy. Extreme care must be exercised and sudden stops must be avoided if other traffic is affected.

All vehicles so tested (brake test area) should be driven at a speed of 20 mph and the vehicle must stop as indicated by the Stopping Distance Chart. (See Reference Section.)

1. Inspect for and reject if:

a. Absence of braking action on any axle required to have brakes upon application of the service brakes (such as missing brakes or brake shoe(s) failing to move upon application of a wedge, S-cam, cam, or disc brake).

b. Missing or broken mechanical components including: shoes, lining, pads, springs, anchor pins, spiders, cam rollers, push rods, and air chamber mounting bolts.

c. Loose brake components including air chambers, spiders, and cam shaft support brackets.

d. Audible air leak at brake chamber (**Example:** ruptured diaphragm, loose chamber clamp, etc.)

e. Any brake stroke is at the readjustment limit (See Annex #1).

f. Brake linings or pads

1) Lining or pad is not firmly attached to the shoe;

2) Saturated with oil, grease, or brake fluid; or

3) Nonsteering axles: Lining with a thickness less than 1/4-inch at the shoe center for air drum brakes, 1/16-inch or less at the shoe center for hydraulic and electric drum brakes, and less than 1/8-inch for air disc brakes.

4) Steering axles: Lining with a thickness less than 1/4-inch at the shoe center for drum brakes, less than 1/8-inch for air disc brakes, and 1/16-inch or less for hydraulic disc and electric brakes.

g. Brake is missing on any axle required to have brakes.

h. Mismatch across any power unit steering axle of:

1) Air chamber sizes

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2) Slack adjuster length

i. Parking Brake System - In accordance with Chapter 4

j. Brake Drums or Rotors

1) Any external crack or cracks that open upon brake application (do not confuse short hairline heat check cracks with flexural cracks).

2) Any portion of the drum or rotor is missing.

k. Brake Hose

1) Hose with any damage extending through the outer reinforcement ply

2) Bulge or swelling when air pressure is applied

3) Any audible leaks

4) Two hoses improperly joined (such as a splice made by sliding the hose ends over a piece of tubing and clamping the hose to the tube)

5) Air hose cracked, broken, or crimped

l. Brake Tubing

1) Any audible leak

2) Tubing cracked, broken, or crimped

m. Low Pressure Warning Device

Missing, inoperative, or does not operate at 55 psi and below, or 1/2 the governor cut-out pressure, whichever is less

NOTE: 1974 and earlier model vehicles may have either an audible or visible warning device. 1975 and later model vehicles must have a visible device and may have an audible warning device in addition. Gauges alone are not acceptable as warning devices.

n. Tractor Protection Valve

Inoperative or missing tractor protection valve(s) on power unit

o. Air Compressor

1) Compressor drive belts cracked or frayed

2) Loose compressor mounting bolts

3) Cracked, broken, or loose pulley

4) Cracked or broken mounting brackets, braces, or adaptors

p. Electric Brakes

1) Absences of braking action on any wheel required to have brakes

2) Missing or inoperable breakaway braking device

q. Hydraulic Brakes. (including Power Assist Over Hydraulic and Engine Drive Hydraulic Booster)

1) Master cylinder fluid level is 1 inch or more below the top of the reservoir or below manufacturer's recommended level.

2) No pedal reserve with engine running except by pumping pedal.

3) Power assist unit fails to operate.

4) Seeping or swelling brake hose(s) under application of pressure.

5) Missing or inoperative check valve.

6) Has any visual observed leaking hydraulic fluid in the brake system.

7) Has hydraulic hose(s) abraded (chafed) through outer cover-to-fabric layer.

8) Fluid lines or connections leaking, restricted, crimped, cracked, or broken.

9) Brake failure or low fluid warning light on and/or inoperative.

r. Vacuum Systems

1) Has insufficient vacuum reserve to permit one full brake application after engine is shut off.

2) Has vacuum hose(s) or line(s) restricted, abraded (chafed), through outer cover to cord ply, crimped, cracked, broken, or has collapsed vacuum hose(s) when vacuum is applied.

3) Lacks an operative low-vacuum warning device as required.

25.04 Clearance Lamps

1. Inspect for and reject if:

In accordance with Chapter 4

25.05 Coupling Devices

1. Inspect fifth wheel for and reject if:

- a. Any fasteners missing or ineffective
- b. Any movement between mounting components
- c. Any mounting angle iron cracked or broken
- d. Any fasteners missing or ineffective on mounting plates and pivot brackets
- e. Any cracked welds, including repair weld cracks or parent metal cracked
- f. More than 3/8-inch horizontal movement between pivot bracket pin and bracket
- g. Pivot bracket pin missing or not secured
- h. Any latching fasteners missing or ineffective on sliders
- i. Any fore or aft stop missing or not securely attached
- j. Movement more than 3/8-inch between slider bracket and slider base
- k. Any slider component cracked in parent metal or weld
- l. Horizontal movement between the upper and lower fifth wheel halves exceeds 1/2-inch on lower coupler
- m. Operating handle not in closed or locked position
- n. Kingpin not properly engaged
- o. Separation between upper and lower coupler allowing light to show through from side to side
- p. Cracks in the fifth wheel plate. (**Exceptions:** Cracks in fifth wheel approach ramps and casting shrinkage cracks in the ribs of the body of a cast fifth wheel.)
- q. Locking mechanism parts missing, broken, or deformed to the extent the kingpin is not securely held

2. Inspect Pintle Hooks for and reject if:

- a. Any missing or ineffective fasteners (a fastener is not considered missing if there is an empty hole in the device but no corresponding hole in the frame or vice versa).
- b. Mounting surface cracks extending from point of attachment (e.g., cracks in the frame at mounting bolt holes).

c. Loose mounting

d. Frame cross member providing pintle hook attachment cracked

e. Cracks anywhere in pintle hook assembly

f. Any welded repairs to the pintle hook

g. Any part of the horn section reduced by more than 20%

h. Latch insecure

3. Inspect Drawbar/Towbar Eye for and reject if:

- a. Any cracks in attachment welds
- b. Any missing or ineffective fasteners
- c. Any part of the eye reduced by more than 20%

4. Inspect Drawbar/Towbar Tongue for and reject if:

- a. Ineffective latching mechanism
- b. Missing or ineffective stop
- c. Movement of more than 1/4-inch between slider and housing
- d. Any leaking, air or hydraulic cylinders, hoses, or chambers (other than slight oil weeping normal with hydraulic seals)
- e. Any cracks
- f. Movement of 1/4-inch between subframe and drawbar at point of attachment

5. Inspect Safety Devices for and reject if:

- a. Safety devices missing
- b. Unattached or incapable of secure attachment
- c. Chains and hooks
 - 1) Worn to the extent of a measurable reduction in link cross section
 - 2) Improper repairs including welding, wire, small bolts, rope, and tape
- d. Cable
 - 1) Kinked or broken cable strands

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2) Improper clamps or clamping

6. Inspect Saddle Mounts for and reject if:

- a. Any missing or ineffective fasteners
- b. Loose mountings
- c. Any cracks or breaks in a stress or load-bearing member
- d. Horizontal movement between upper and lower saddle mount halves exceeds 1/4-inch

25.06 Exhaust Emission System

1. Inspect for and reject if:

In accordance with Chapter 4

25.07 Exhaust System

1. Inspect for and reject if:

In accordance with Chapter 4

25.08 Frame

1. Inspect for and reject if:

- a. Any part of frame member is cracked, broken, loose, or sagging
- b. Fasteners attaching the engine, transmission, steering gear, suspension, body parts, and fifth wheel loose or missing
- c. Any condition that causes the body or frame to be in contact with a tire or wheel assembly
- d. Locking pins missing or not engaged on adjustable axle assemblies

25.09 Fuel System

1. Inspect for and reject if:

- a. Visible leaks
- b. Filler cap missing
- c. Fuel tank not securely mounted
- d. No valid Liquefied Petroleum Gas Tax Decal issued by the State Comptroller for LPG powered vehicles

25.10 Hazard Warning Lights. Every bus, truck, and truck-tractor is not equipped with a signaling system that, in addition to signaling turning movements, shall have a switch or combination of switches that will cause the two front turn signals and the two rear signals to flash simultaneously as a vehicular traffic warning. The system shall be capable of flashing simultaneously with the ignition of the vehicle on or off.

1. Inspect for and reject if:

- a. Lamps are not present
- b. Not securely mounted and properly located
- c. Lamp does not emit proper color; lamp or bulb painted
- d. Lens cracked, broken, discolored, or missing
- e. Wiring insulation is worn, rubbed bare, or evidence of burning, short circuiting, or poor connection
- f. Visibility requirements not met

25.11 Head Lamps

1. Inspect for and reject if:

In accordance with Chapter 4

25.12 Horn

1. Inspect for and reject if:

In accordance with Chapter 4

25.13 Identification Lamps. All buses, trucks, and truck-tractors 80 inches wide or wider must be equipped with three (3) identification lamps of amber color mounted on the cab of the vehicle, one (1) as close to the vertical center line of the vehicle as practicable and one (1) on each side of the center line, not less than 6 inches or more than 12 inches.

All buses, trucks, and trailers 80 inches wide or wider must be equipped with three (3) identification lamps of red color mounted on the rear of the vehicle as high as practicable. One (1) mounted as close as possible to the center line of the vehicle and one on each side of the center line of not less than 6 inches or more than 12 inches.

1. Inspect for and reject if:

- a. Lamps are not present
- b. Not securely mounted and properly located

- c. Lamp does not emit proper color; lamp or bulb painted
- d. Lens cracked, broken, discolored, or missing
- e. Wiring insulation is worn, rubbed bare, or evidence of burning, short circuiting, or poor connection
- f. Visibility requirements not met

25.14 License Plate Light

1. Inspect for and reject if:

In accordance with Chapter 4

25.15 Mirrors. Every bus, truck, and truck-tractor shall be equipped with two rear-vision mirrors, one at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of 200 feet to the rear, along both sides of the vehicle.

Only one outside mirror shall be required, which shall be on the driver's side, on trucks which are so constructed that the driver has a view to the rear by means of an interior mirror.

In driveaway-towaway operations, the driven vehicle shall have at least one mirror furnishing a clear view to the rear.

1. Inspect for and reject if:

- a. Proper number of mirrors
- b. Clear view of 200 feet to rear
- c. Interference of driver's forward vision
- d. Reflective surface of mirrors is cracked, broken, peeled, or tarnished
- e. Not mounted securely to prevent swing or excessive vibration

25.16 Motor Serial Number

1. Inspect for and reject if:

In accordance with Chapter 4

25.17 Reflective Sheeting, Conspicuity Tape.

1. Inspect for and reject if:

- a. Any trailer or semi-trailer regulated by Federal Motor Carrier Safety Regulations (FMCSR) that is over 80 inch -

es wide and 10,001 pounds GVWR except pole trailers and mobile office/housing trailers.

NOTE: If GVWR plate is not present than actual or registered weight of 10,001 pounds or more will apply.

b. Inspection Procedure. Inspect for proper placement, coverage, and color.

1) Color combinations of red and white shall be used, may begin with red or white, and alternate color combination must be uniform along the sides and lower rear of the trailer. NOTE: Reflective strips in color combinations other than red and white may be used on the sides and lower rear until June 1, 2009.

2) The centerline for each reflective strip shall be between 15 inches and 60 inches above the road surface or as close as practicable with the trailer empty.

3) Must be an approved type. The manufacturer certification will consist of one of the following markings:

- a) DOT – C
- b) DOT – C2, 2 inch (50mm)
- c) DOT – C3, 3 inch (75mm)
- d) DOT – C4, 4 inch (100mm)

c. Inspect for and reject if:

1) Trailer is not equipped with reflective sheeting, tape, or reflex reflectors.

2) Not properly placed or secured to the trailer or proper colors used

a) on each side placed horizontally:

(1) the total length of the sections do not equal to at least one half of the total length of the trailer

(2) the placement is not reasonably evenly distributed down the full length of the trailer and as near the front and rear as practicable.

b) on the lower rear, placed horizontally:

(1) the total length does not extend as near as practicable across the full rear of the trailer.

(2) the placement is not as low as practicable.

c) on the underride protection device, if equipped:

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(1) placed horizontally across the full width of the device

d) on the upper rear:

(1) the placement is not as close as practicable to the extreme outer and upper dimensions of the trailer.

(2) two pairs of white reflective strips, each section at least 12 inches long, must be positioned horizontally and vertically on the right and left upper corners of the rear of the body.

(3) the reflective material is not white in color.

3) Reflective material is excessively discolored, deteriorated, or painted, to the extent the ability to reflect is substantially affected.

NOTE: Reflector strips can be used in lieu of the "normal" reflex reflectors when they are mounted on the rear and over the full width of the trailer or on the side over at least one-half of the length of the trailer, distributed evenly from the front to the rear of the trailer.

NOTE: Reflex Reflector requirements in accordance with Chapter 4.

NOTE: Refer to Annex 3 for reflective sheeting, tape, conspicuity requirement, diagrams for trailer types.

25.18 Safety Guards or Flaps

1. Inspect for and reject if:

In accordance with Chapter 4

25.19 Seat Belts

1. Inspect for and reject if:

In accordance with Chapter 4

25.20 Side Marker Lamps

1. Inspect for and reject if:

In accordance with Chapter 4

25.21 Steering Mechanism. The steering system of the vehicle

must be inspected to determine if excessive wear and/or maladjustment of the steering wheel linkage and/or steering gear exists. Wear and adjustment of the steering system will be checked by measuring lash. Vehicle must be on a dry surface.

Lash Defined: Lash is the condition in which the steering control can be turned through some part of a revolution without front wheel motion. The wheels should be loaded and positioned straight ahead.

Jamming Defined: Jamming is any obstruction to the turning of the steering control caused by interference between some components of the steering system.

1. Inspect for and reject if:

a. Steering Lash (see chart)

Steering Wheel diameter	Manual Steering system	Power Steering system
14" or less.....	2".....	3"
16".....	2".....	4"
18".....	2".....	4-3/4"
20".....	2".....	5"
22".....	2-3/4".....	5-3/4"

b. Steering Column

1) Any absence or looseness of U-bolt(s) or positioning part(s)

2) Worn, faulty, or obviously welded universal joint(s)

3) Steering wheel not properly secured

c. Front Axle Beam and All Steering Components Other Than Steering Column

1) Any crack(s)

2) Any obvious welded repair(s)

d. Steering Gear Box

1) Any mounting bolt(s) loose or missing

2) Any crack(s) in gear box or mounting brackets

e. Pitman Arm

Any looseness of the pitman arm on the steering gear output shaft

f. Power Steering

Auxiliary power assist cylinder loose

g. Ball and Socket Joints

- 1) Any movement under steering load of a stud nut
- 2) Any motion other than rotational, between any link - age member and its attachment point of more than 1/4-inch

h. tie Rods and Drag Links

- 1) Loose clamp(s) or clamp bolt(s) on tie rods or drag links
- 2) Any looseness in any threaded joint

i. Nuts

Nut(s) loose or missing on tie rods, pitman arm, drag link, steering arm or tie rod arm

j. Steering System

Any modification or other condition that interferes with free movement of any steering component

[**NOTE:** For leaks and fluid levels, inspect in accordance with Chapter 4.

25.22 Stop Lamps

1. Inspect for and reject if:

In accordance with Chapter 4

25.23 Suspension

1. Inspect for and reject if:

- a. U-bolt, spring hanger, or other axle parts are cracked, broken, loose, or missing
- b. Any leaf spring assembly leaves broken or missing
- c. Coil spring broken
- d. Rubber spring missing
- e. Any leaves displaced that could cause contact with a tire, rim, brake drum, or frame
- f. Broken torsion bar spring
- g. Deflated air suspension

- h. Torque, radius, or tracking component cracked, loose, broken, or missing

25.24 Tail Lamps

1. Inspect for and reject if:

In accordance with Chapter 4

25.25 Tires

1. **Inspect any tire on Steering Axle for and reject if:**

- a. With less than 4/32-inch tread when measured at any point on a major tread groove.
- b. Has body ply or belt material exposed through the tread or sidewall
- c. Has any tread or sidewall separation.
- d. Has a cut where the ply or belt material is exposed.
- e. Labeled "Not for Highway Use" or displaying other marking which would exclude use of steering axle.
- f. A bus operated with regrooved, recapped, or retreaded tires on the front wheels.
- g. A truck or truck-tractor with regrooved tires on the front wheels.
- h. A tube-type radial tire without radial tube stem markings. These markings include a red band around the tube stem, the word "radial" embossed in metal stems, or the word "radial" molded in rubber stems.
- i. Mixing bias and radial tires on the same axle.
- j. The flap protrudes through valve slot in rim and touches stem.
- k. Regrooved tire except motor vehicles used solely in urban or suburban areas.
- l. Boot, blowout patch, or other ply repair.
- m. Weight carried exceeds tire load limit. This includes overloaded tire resulting from low air pressure.
- n. Tire is flat or has noticeable (i.e., can be heard or felt) leak.
- o. Any bus equipped with recapped or retreaded tire(s).
- p. So mounted or inflated that it comes in contact with any

06.25.25 - 25.30

part of the vehicle.

2. Inspect all other tires and reject if:

- a. Weight carried exceeds tire load limit. This includes overloaded tire resulting from low air pressure.
- b. Tire is flat or has noticeable (i.e., can be heard or felt) leak.
- c. Has body ply or belt material exposed through the tread or sidewall.
- d. Has any tread or sidewall separation.
- e. Has a cut where ply or belt material is exposed.
- f. So mounted or inflated that it comes in contact with any part of the vehicle. (This includes a tire that contacts its mate).
- g. Is marked "Not for Highway Use" or otherwise marked and having like meaning.
- h. With less than 2/32-inch tread when measured at any point on a major tread groove.

25.26 Turn Signals

1. Inspect for and reject if:

In accordance with Chapter 4

25.27 Wheel Assembly

1. Inspect for and reject if:

In accordance with Chapter 4

25.28 Window Tinting or Coating

1. Inspect for and reject if: (All year models)

- a. Tint or coating is extending more than 2 inches below the top of the windshield
- b. Tint or coating has more than 1 inch border at each side of windshield
- c. Tinting or coating and any vision restricting materials are above the topmost portion of the steering wheel

d. Windows, immediately to the right and left of the driver, which open, have less than 70% light transmittance

[**NOTE:** Commercial motor vehicles registered and operated in intrastate commerce in Texas are allowed to tint the windows to the immediate left and right of the operator to less than 25% of light transmittance.

e. Check calibration before rejecting vehicle

25.29 Windshield

1. Inspect for and reject if:

- a. Any crack over 1/4-inch wide
- b. Any damaged area of more than 3/4 inch in diameter.
- c. Damaged area is closer than 3 inches to any other damaged area.
- d. Any crack less than 1/4 inch wide intersecting with any other crack.

25.30 Windshield wiper

1. Inspect for and reject if:

In accordance with Chapter 4

Readjustment limits. The maximum stroke at which brakes shall be readjusted is given below. Any brake beyond the readjustment limit shall be cause for rejection. Stroke shall be measured with engine off and reservoir pressure of 80 to 90 psi with brakes fully applied.

BOLT TYPE BRAKE CHAMBER DATA

Type	Effective area (square inch)	Outside diameter (inch)	Maximum stroke at which brakes shall be readjusted
A.....	12	6 15/16	1 3/8
B.....	24	9 3/16	1 3/4
C.....	16	8 1/16	1 3/4
D.....	6	5 1/4	1 1/4
E.....	9	6 3/16	1 3/8
F.....	36	11	2 1/4
G.....	30	9 7/8	2

ROTO CHAMBER DATA

Type	Effective area (square inch)	Outside diameter (inch)	Maximum stroke at which brakes shall be readjusted
9.....	9	4 9/32	1 1/2
12.....	12	4 13/16	1 1/2
16.....	16	5 13/32	2
20.....	20	5 15/16	2
24.....	24	6 13/32	2
30.....	30	7 1/16	2 1/4
36.....	36	7 5/8	2 3/4
50.....	50	8 7/8	3

CLAMP TYPE BRAKE CHAMBER DATA

Type	Effective area (square inch)	Outside diameter (inch)	Maximum stroke at which brakes shall be readjusted
6.....	6	4 1/2	1 1/4
9.....	9	5 1/4	1 3/8
12.....	12	5 11/16	1 3/8
16.....	16	6 3/8	1 3/4
20.....	20	6 25/32	1 3/4
24.....	24	7 7/32	1 3/4
30.....	30	8 3/32	2
36.....	36	9	2 1/4

LONG STROKE CLAMP TYPE BRAKE CHAMBER DATA

Type	Outside Diameter	Maximum stroke at which brakes must be readjusted
16.....	6 3/8	2.0
20.....	6 25/32	2.0
24.....	7 7/32	2.0
24.....	7 7/32	2.5
30.....	8 8/32	2.5

TABLE 1 - REQUIRED COMMERCIAL VEHICLE LIGHTING EQUIPMENT

Item on	Quantity	Color	Location	Position	Height above road surface in inches measured from the center of the lamp at curb weight	Required lighting devices/vehicles
Headlamps	2 at least	White	Front	On the front at the same height, an equal number at each side of the vertical centerline as far apart as practicable.	Not less than 22 nor more than 54.	A, B, C
Turn signal (Front) See Foot- notes # 2 & 12	2	Amber	At or Near Front	One on each side of the vertical centerline at the same height and as far apart as practicable.	Not less than 15 nor more than 83	A, B, C
Identification Lamp (Front) Footnote #1	3	Amber	Front	Mounted on the vertical centerline of the vehicle or the vertical centerline of the cab where different from the centerline of the vehicle.	All three on same level as close as practicable to the top of the vehicle with the lamp centers spaced not less than 6 inches or more than 12 inches apart.	B, C
Tail Lamp See Footnotes # 5 & 11	2	Red	Rear	One lamp each side of the vertical centerline at the same height and as far apart as practicable.	Both on the same level between 15 and 72.	A, B, C, D, E, F, G, H
Stop Lamp See Footnotes # 5 & 13	2	Red	Rear	One lamp each side of the vertical centerline at the same height and as far apart as practicable.	Both on same level between 15 and 72	A, B, C, D, E, F, G
Clearance Lamps See Footnotes # 9, 10, & 15	2	Amber	One on each side of front	One on each side of the vertical centerline to indicate width.	Both on same level as high as practicable.	B, C, D, G, H
	2	Red	One on each side of rear	One on each side of the vertical centerline to indicate overall width	Both on same level as high as practicable	B, D, G, H
Side Marker Lamp, Intermediate	2	Amber	One on each side	At or near midpoint between front and rear side marker lamps, if over 30' in length	Not less than 15	A, B, D, F, G
Reflex Reflector Intermediate (Side).	2	Amber	One on each side	At or near midpoint between front and rear side reflectors if over 30' in length.	Between 15 and 60	A, B, D, F, G
Reflex Reflector (Rear) See Foot- notes # 5, 6, & 8	2	Red	Rear	One on each side of vertical centerline as far apart as practicable	Both on same level, between 15 and 60	A, B, C, D, E, F, G
Reflex Reflector (Rear Side) Footnote #4	2	Red	One on each side (rear)	As far to the rear as practicable	Both on the same level, between 15 and 60	A, B, D, F, G
Reflex Reflector (Front Side)	2	Amber	One on each side (front)	As far to the front as practicable	Between 15 and 60	A, B, C, D, F, G
License Plate Lamp Rear See Footnote #11	1	White	At rear license plate	To illuminate the license plate from the top or sides.	No requirements	A, B, C, D, F, G
Side Marker Lamp (Front)	2	Amber	One on each side	As far to the front as practicable	Not less than 15	A, B, C, D, F
Side Marker Lamp (Rear) See Footnotes #4 & 8	2	Red	One on each side	As far to the rear as practicable	Not less than 15 and on the rear of trailer, not more than 60	A, B, D, F, G
Turn Signal (Rear) See Foot- notes # 5 & 12	2	Amber or Red	Rear	One lamp on each side of the vertical centerline as far apart as practicable	Both on the same level, between 15 and 83	A, B, C, D, E, F, G
Identification Lamp (Rear) See Footnotes # 3, 7 & 15	3	Red	Rear	One as close as practicable to vertical centerline. One on each side with lamp centers spaced not less than 6" or more than 12" apart	All three on same level as close as practicable to the top of the vehicle	B, D, G
Vehicular Hazard Warning Flashing Lamps See Footnote # 12	2	Amber	Front	One lamp on each side of vertical centerline as far apart as practicable.	Both on same level, between 15 and 83	A, B, C, D, E, F, G
	2	Amber or Red	Rear			
Backup Lamp See Footnote # 14	1	White	Rear	Rear	No Requirement	A, B, C
Parking Lamp	2	Amber or white	Front	One lamp on each side of vertical centerline as far apart as practicable	Both on same level, between 15 and 72	A

* Lighting Required per Type of Commercial Vehicle as Shown Last Column of Table.

A. Small buses and trucks less than 80 inches in overall width.

B. Buses and trucks 80 inches or more in overall width.

C. Truck Tractors.

D. Large semitrailers and full trailers 80 inches or more in overall width except converter dollies.

E. Converter dolly.

F. Small semitrailers and full trailers less than 80 inches in overall width.

G. Pole Trailers.

H. Projecting loads.

Lamps and reflectors may be combined as permitted by Paragraphs 393.22 and S4.4 of 49 CFR 571.108. Equipment combinations.

Footnote-1

Identification lamps may be mounted on the vertical centerline of the cab where different from the centerline of the vehicle, except where the cab is not more than 42 inches wide at the front roofline, then a single lamp at the center of the cab shall be deemed to comply with the requirements for identification lamps. No part of the identification lamps or their mountings may extend below the top of the vehicle windshield.

Footnote-2

Unless the turn signals on the front are so constructed (double-faced) and located as to be visible to passing drivers, two turn signals are required on the rear of the truck tractor, one at each side as far apart as practicable.

Footnote-3

The identification lamps need not be visible or lighted if obscured by a vehicle in the same combination.

Footnote-4

Any semitrailer or full trailer vehicles manufactured on and after March 1, 1979, shall be equipped with rear side-marker lamps at a height of not less than 15 inches (381 mm) nor more than 60 inches (1524 mm) above the road surface, as measured from the center of the lamp on the vehicle at curb weight. The rear side marker lamps shall be visible in the vehicle's rearview mirror when the trailer is tracking straight.

Footnote-5

For purposes of these regulations, each converter dolly shall be equipped with one stop lamp, one tail lamp, and two reflectors on the rear at each side when towed singly by another vehicle. Each converter dolly shall be equipped with turn signals at the rear if the converter dolly obscures the turn signals at the rear of the towing vehicle when towed singly by another vehicle.

Footnote-6

Pole trailers will have two reflectors, one on each side, placed to indicate extreme width of the trailer.

Footnote-7

Pole trailers may have three identification lamps mounted on the vertical centerline of the rear of the cab of the truck tractor drawing the pole trailer, and higher than the load being transported, in lieu of the three identification lamps mounted on the rear vertical centerline of the trailer.

Footnote-8

Pole trailers shall have on the rearmost support for the load, one combination marker lamp or two single lamps showing amber to the front and red to the rear and side, mounted on each side to indicate maximum width of the pole trailer; and one red reflector on each side of the rearmost support for the load.

Footnote-9

Any motor vehicle transporting a load which extends more than 4 inches beyond the width of the motor vehicle, or having

projections beyond the rear of such vehicles, shall be equipped with the following lamps in addition to other required lamps, have the loads marked.

Loads projecting more than 4 inches beyond sides of motor vehicles:

(1) The foremost edge of the projecting load at its outermost extremity shall be marked with an amber lamp visible from the front and both sides.

(2) The rearmost edge of the projecting load at its outermost extremity shall be marked with a red lamp visible from the rear and side.

(3) If any portion of the projecting load extends beyond both the foremost and rearmost edge, it shall be marked with an amber lamp visible from the front, both sides, and rear.

(4) If the projecting load does not measure more than 3 feet from front to rear, it shall be marked with an amber lamp visible from the front, both sides, and rear, except that if the projection is located at or near the rear it shall be marked by a red lamp visible from front, side, and rear.

Footnote-10

Projections beyond rear of motor vehicles. Motor vehicles transporting loads which extend more than 4 feet beyond the rear of the motor vehicle, or which have these tailboards or tailgates extending more than 4 feet beyond the body, shall have projections marked as follows:

(1) On each side of the projecting load, one red lamp, visible from the side, located so as to indicate maximum overhang.

(2) On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located so as to indicate maximum width.

Footnote-11

To be illuminated when tractor headlamps are illuminated.

Footnote-12

Every bus, truck, and truck tractor shall be equipped with a signaling system that, in addition to signaling turning movements, shall have a switch or combination of switches that will cause the two front turn signals and the two rear signals to flash simultaneously as a vehicular traffic signal warning, required by § 392.22(a). The system shall be capable of flashing simultaneously with the ignition of the vehicle on or off.

Footnote-13

To be actuated upon application of service brakes.

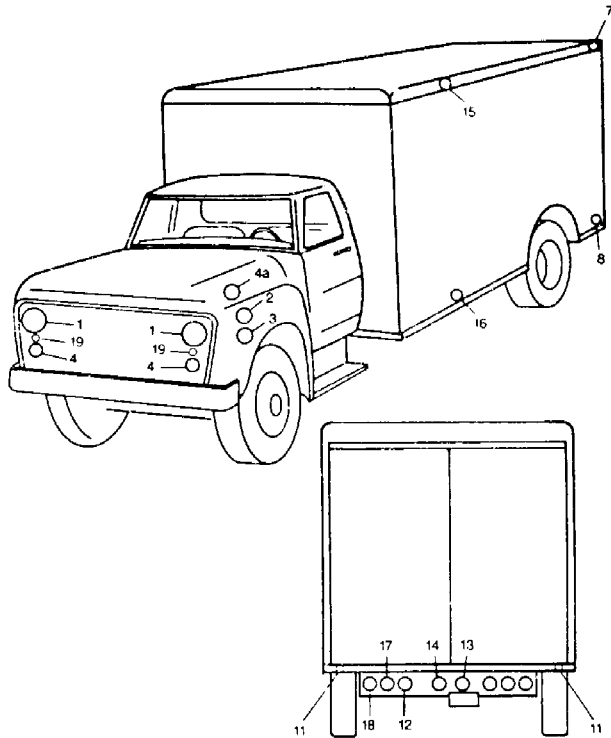
Footnote-14

Backup lamp required to operate when bus, truck, or truck tractor is in reverse.

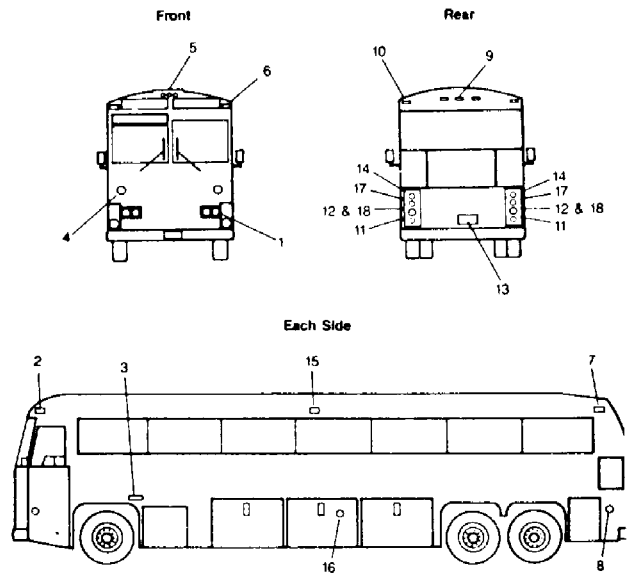
Footnote-15

When the rear identification lamps are mounted at the extreme height of a vehicle, rear clearance lamps need not meet the requirements that they be located as close as practicable to the top of the vehicle.

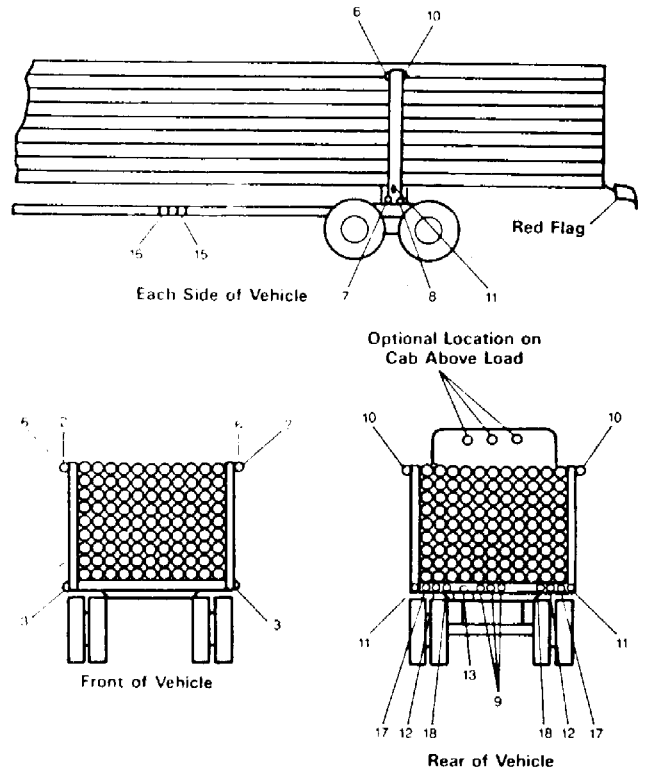
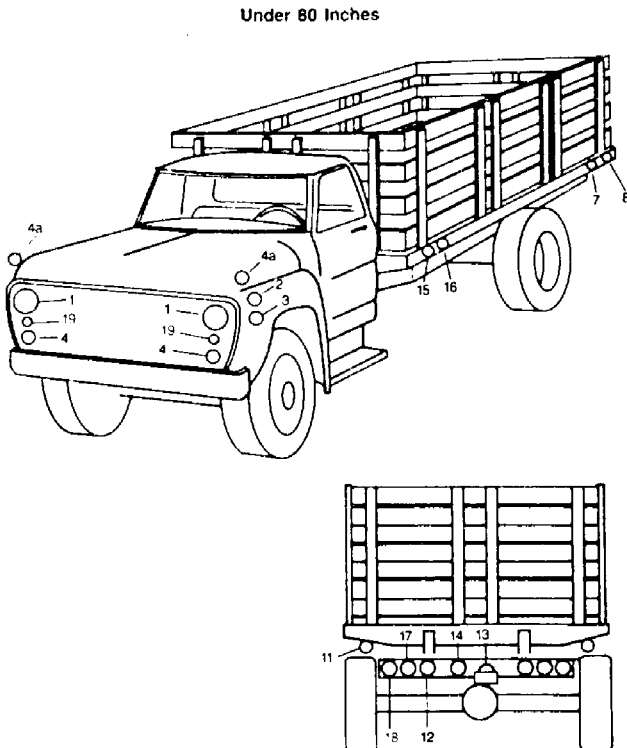
Under 80 Inches



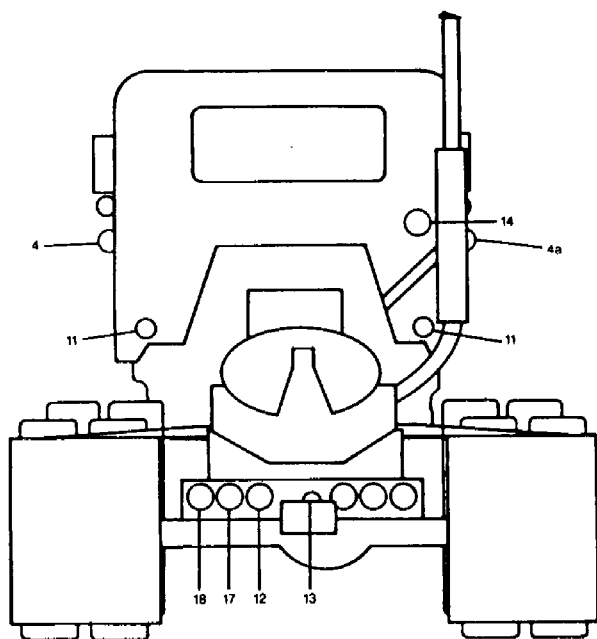
Large Bus



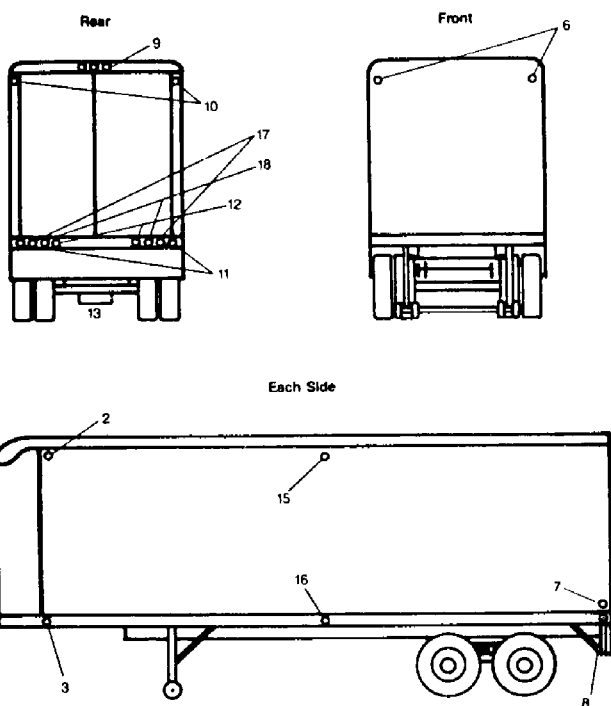
Pole Trailers — All Vehicle Widths



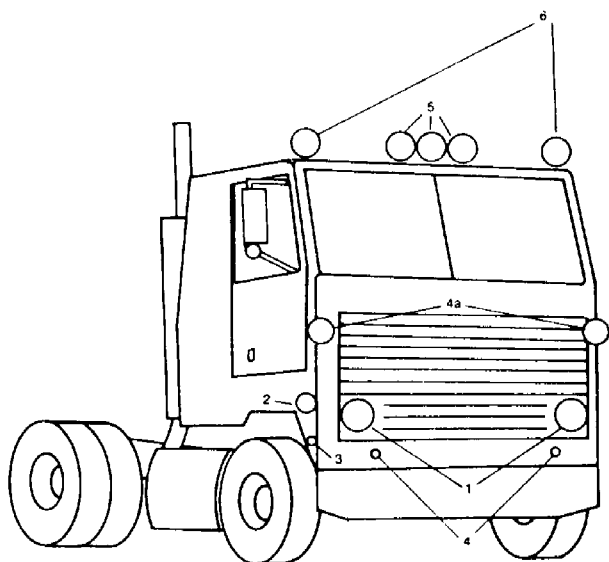
Truck Tractor
Rear View



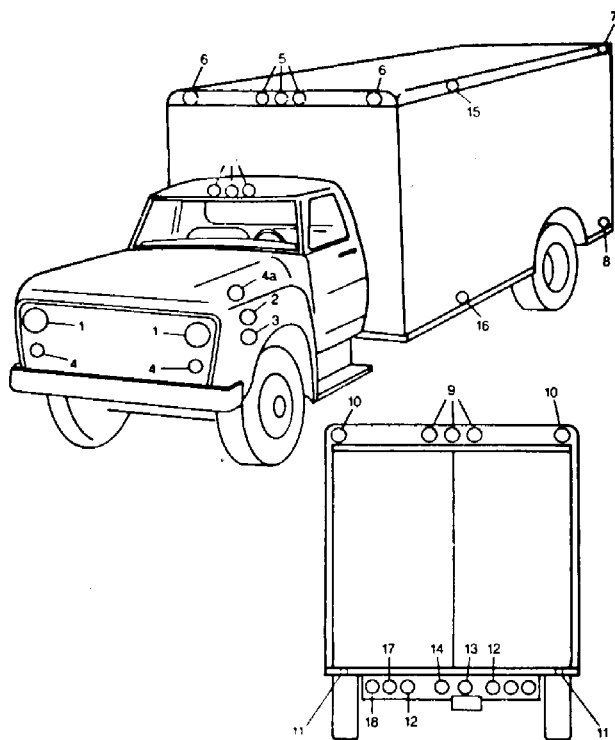
Large Trailers



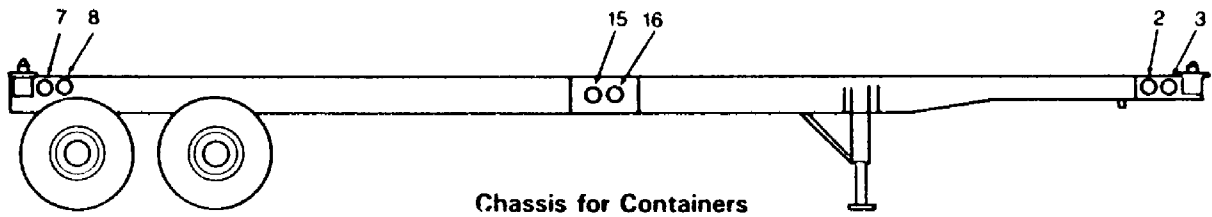
Truck Tractor
Front & Side View



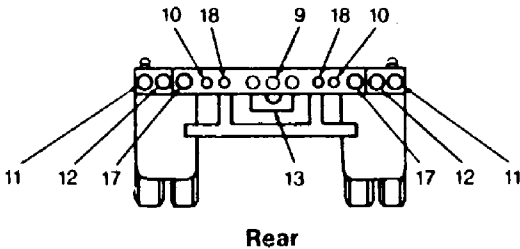
Over 80 Inches



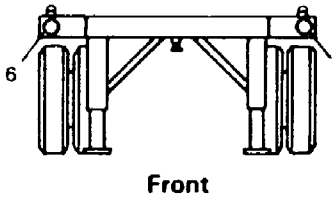
Container Chassis



Chassis for Containers

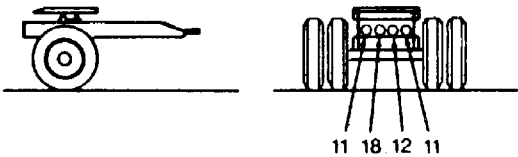


Rear

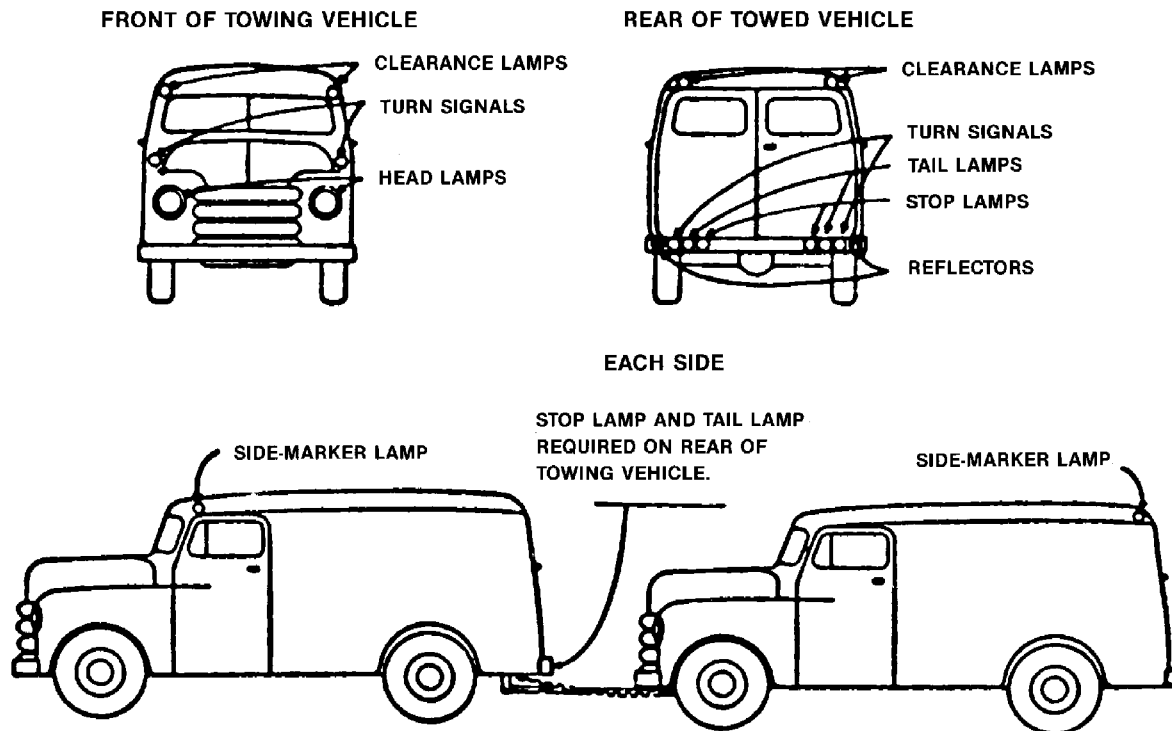


Front

Converter Dolly

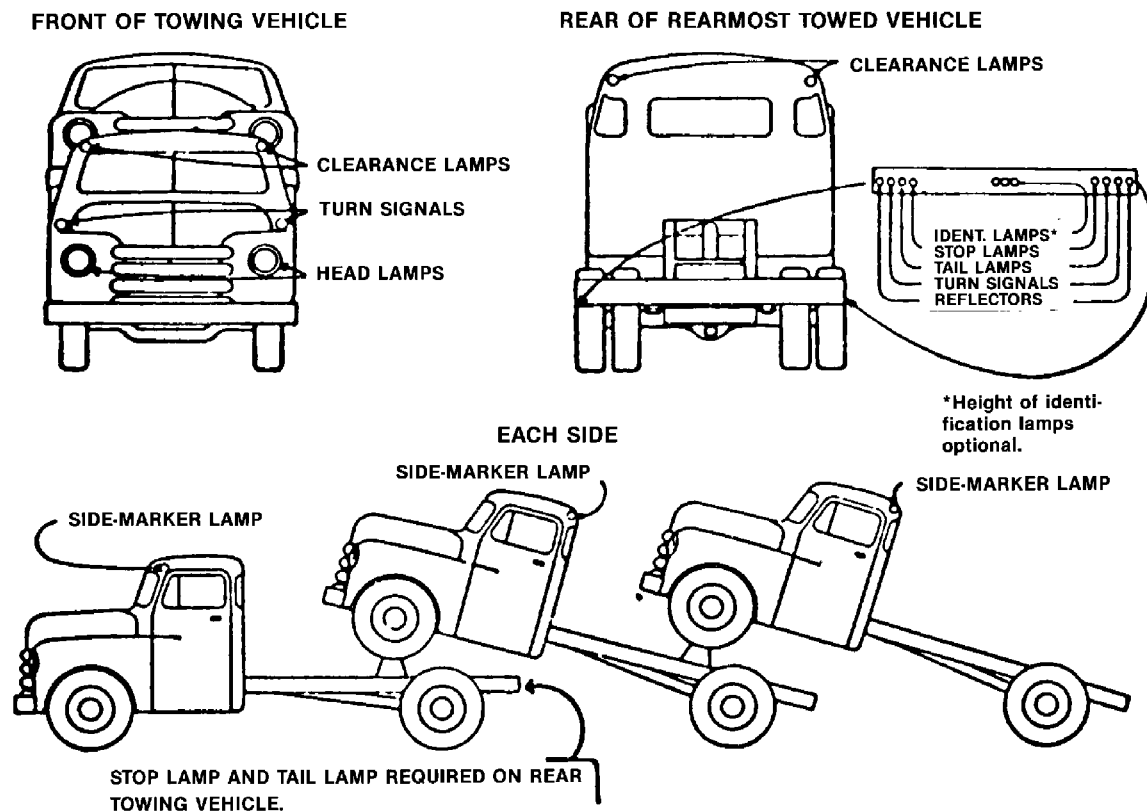


(Tow-bar diagram to illustrate §393.17.)



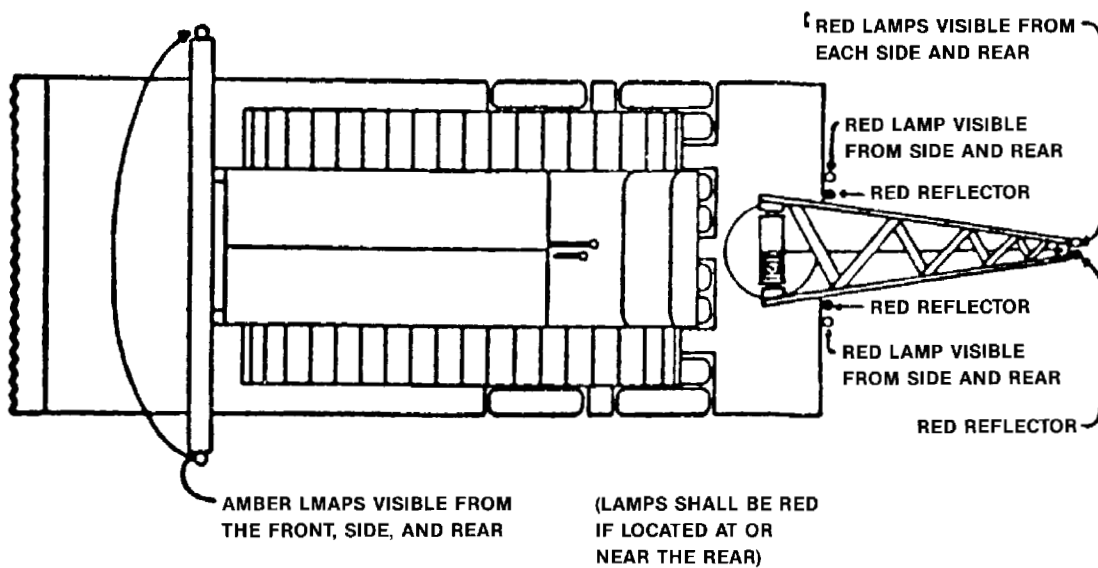
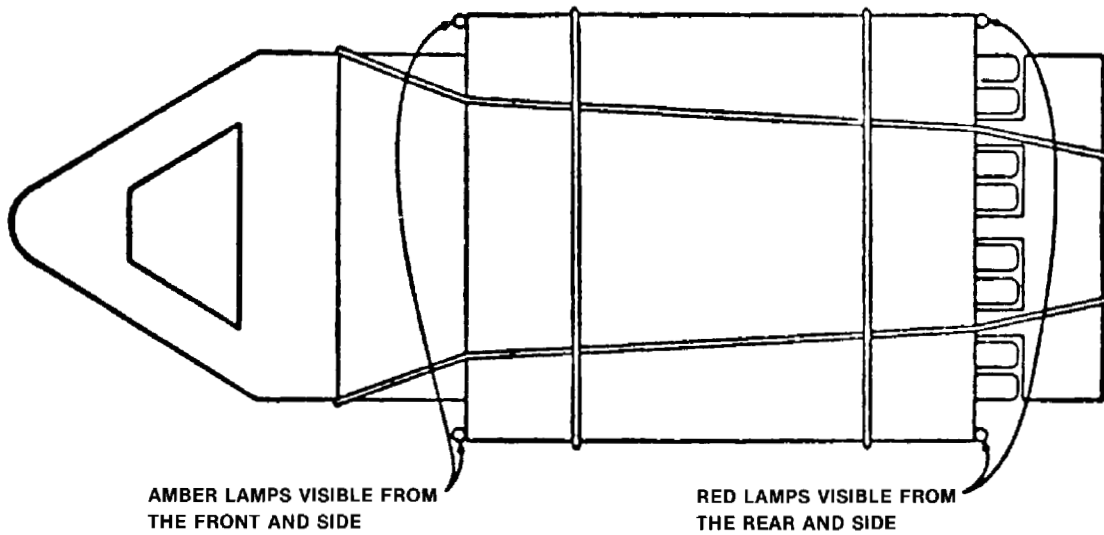
Lamps may be combined as permitted by §393.22(e). Color of exterior lighting devices shall conform to requirements of §393.25(e). Color of reflectors shall conform to requirements of §393.26(d).

(Double-saddle-mount diagram to illustrate §393.17.)



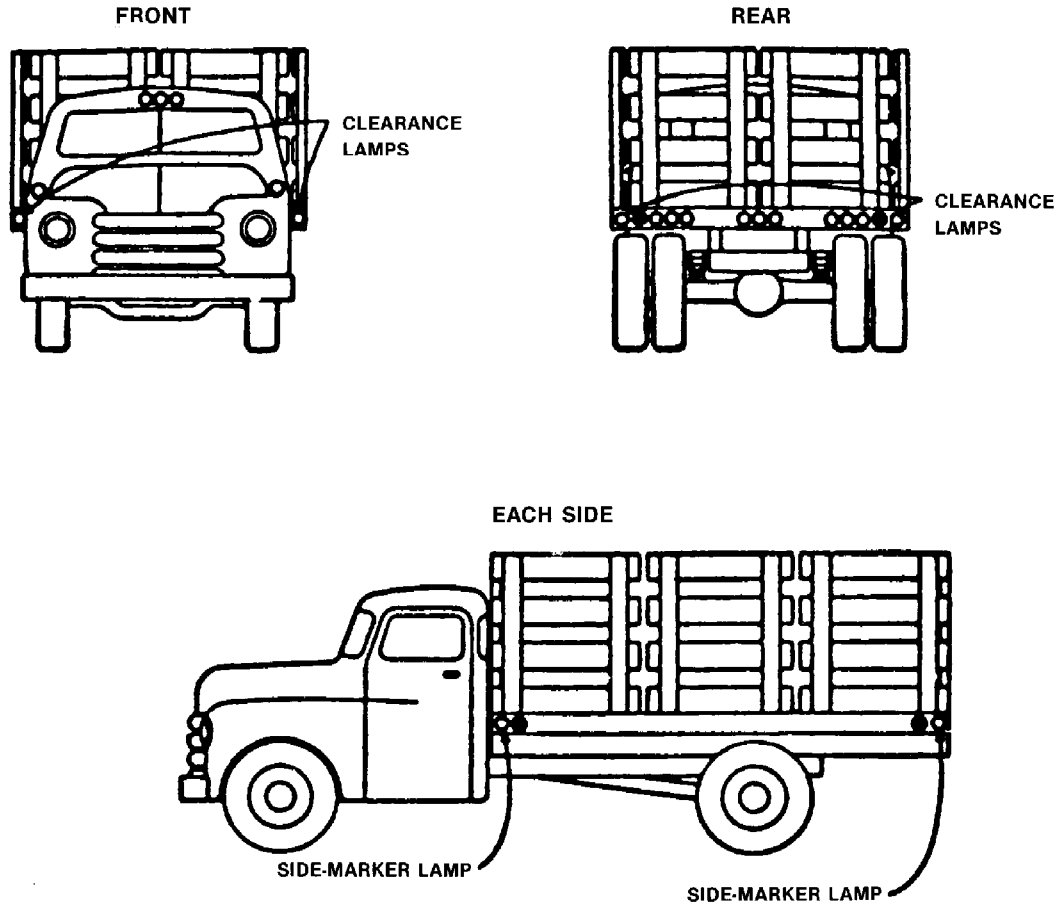
Lamps may be combined as permitted by §393.22. Color of exterior lighting devices shall conform to requirements of §393.25(e). Color of reflectors shall conform to requirements of §393.26(d).

(Diagram to illustrate §393.11, Table 1, Footnote 10 for two types of projecting loads.)



Lamps may be combined as permitted by §393.22. Color of exterior lighting devices shall conform to requirements of §393.25(e). Color of reflectors shall conform to requirements of §393.26(d).

(Diagram to illustrate §393.20 for mounting of lamps on vehicles without permanent top or sides.)

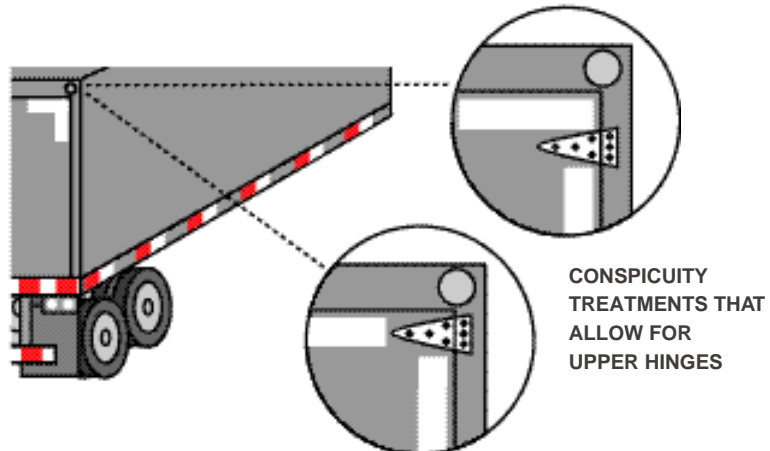
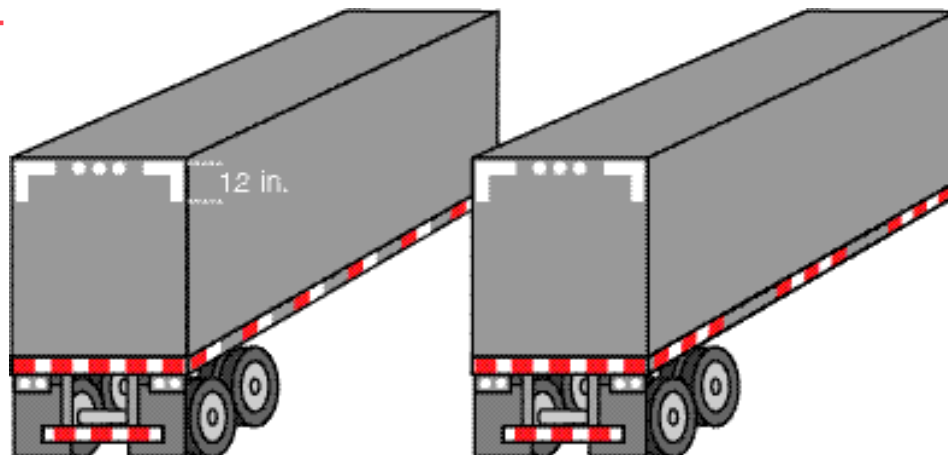


Lamps may be combined as permitted by §393.22. Color of exterior lighting devices shall conform to requirements of §393.25(e). Color of reflectors shall conform to requirements of §393.26(d).

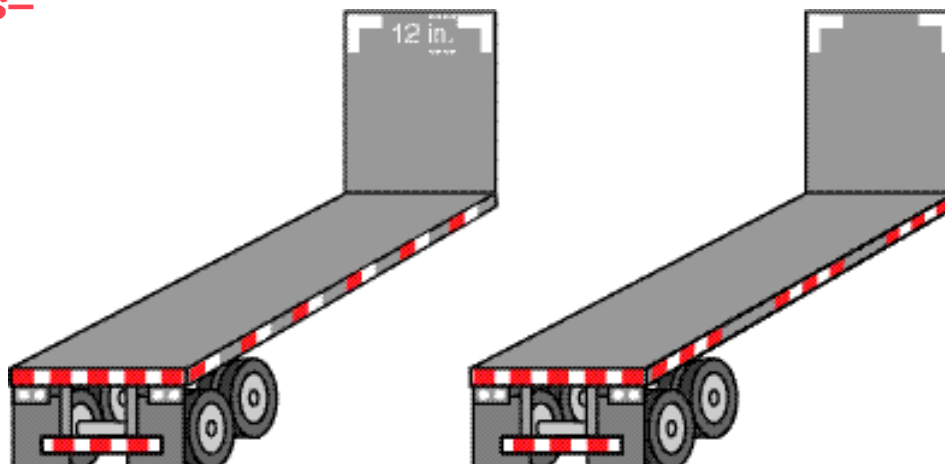
Legend (Used in Illustrations)

- | | |
|---|--|
| 1. Headlamps (2) - White (4 optional) | 11. Reflectors Rear (2) - Red |
| 2. Side-marker lamps. Front (2) - Amber | 12. Stop lamps. Rear (2) - Red |
| 3. Side reflectors. Front (2) - Amber | 13. License plate lamps. Rear (1) - White |
| 4. Turn-signal lamps. Front (2) - Amber | 14. Backup lamp. Rear (1) - White (location optional provided optional requirements are met) |
| 4a. Turn-signal lamps. Front (2) - Amber (Optional location) | 15. Side-marker lamps. Intermediate (2) - Amber (if vehicle is 30' or more overall length) |
| 5. Identification lamps. Front (3) - Amber | 16. Side reflectors. Intermediate (2) - Amber (if vehicle is 30' or more overall length) |
| 5a. Identification lamps. Front (3) - Amber (Optional location) | 17. Turn signal lamps. Rear (2) - Amber or Red |
| 6. Clearance lamps. Front (2) - Amber | 18. Tail lamps. Rear (2) - Red |
| 7. Side-marker lamps. Rear (2) - Red | 19. Parking lamps. Front (2) - Amber or White |
| 8. Side-reflectors. Rear (2) - Red | |
| 9. Identification lamps. Rear (3) - Red | |
| 10. Clearance lamps. Rear (2) - Red | |

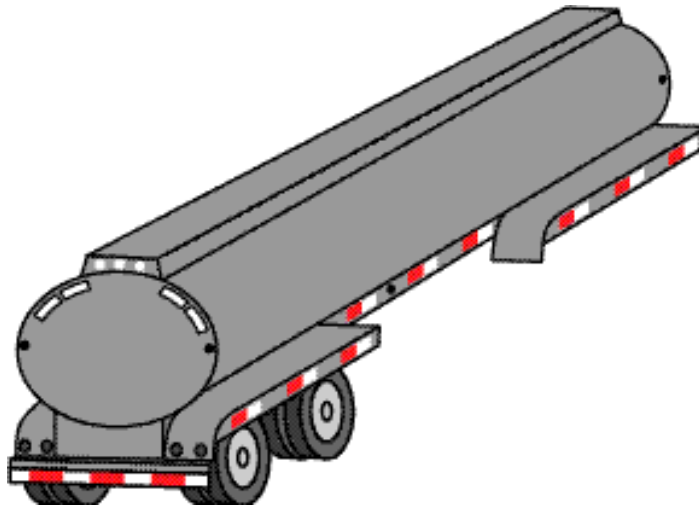
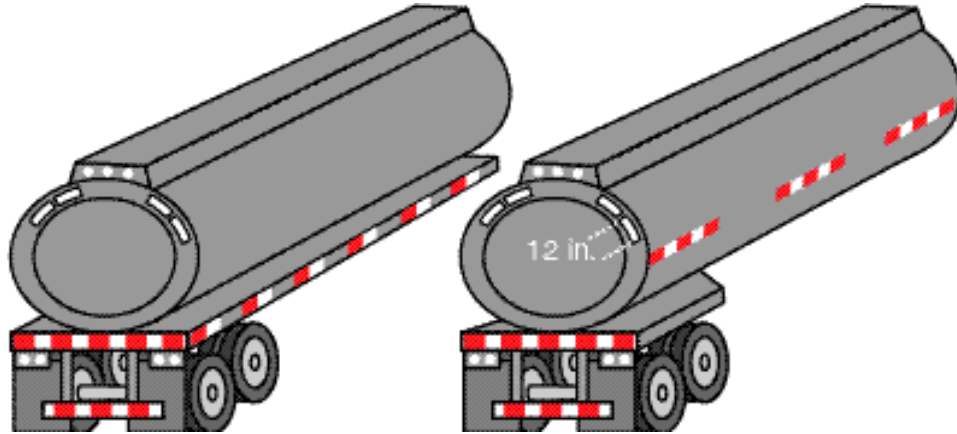
Trailers—



Flatbeds—



Tankers—



Texas Automated Vehicle Inspection System



Student Training Manual

March 2, 2007

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TAVIS Training Curriculum

Objective:

The purpose of this document is to provide a detailed description of the operation of the Texas Automated Vehicle Inspection System (TAVIS) Unit. This document is divided into several modules. Each of these modules addresses one key feature of the Unit in an elaborative manner.

Texas Automated Vehicle Inspection Unit – Background

The Texas Automated Vehicle Inspection System (TAVIS) is primarily intended to automate the safety inspection and reporting processes. This will benefit both the Vehicle Inspection Stations and the Texas Department of Public Safety (DPS). Instead of reporting vehicle safety inspections using the VI-8 logbook, inspectors will enter the inspection information directly into the TAVIS Unit, which will send the information to a centralized computer database.

In addition to automating the vehicle safety inspection process, the system will provide the following features:

- a. Enhanced reporting and inspection tracking capabilities.
- b. Improved access to vehicle inspection data.
- c. Improved accuracy of vehicle safety inspection data.
- d. Ability for stations to order and pay for certificates online through the TAVIS Unit and via any personal computer, or by telephone using the Integrated Voice Response (IVR) system.

This program will benefit Inspection Stations by:

- a. Reducing the amount of paperwork required to perform safety inspections.
- b. Speeding up the vehicle inspection reporting processes.
- c. Providing accurate, efficient and streamlined vehicle inspections.
- d. Allowing stations to order inspection certificates online or by telephone.
- e. Providing automated availability of vehicle inspection history and related information.

Module 1 – Activate TAVIS Unit

The TAVIS Unit is activated when it is first set up at the Station. It is deactivated when the Station closes, or if, for some reason, the Unit will no longer be assigned to that Station. While anyone can activate the Unit, only a Texas Department of Public Safety Field Technician (DPS FT) may deactivate the TAVIS Unit.

During deactivation, all of the prime TAVIS Unit features are non-accessible.

Note that, during the first activation, the Unit will be automatically locked out. A Unit lockout still permits a Station to access all of the Unit functions besides those accessible through the Inspection Menu. Only DPS staff can unlock the Unit; he/she can do so remotely or from the Station via the Unit.

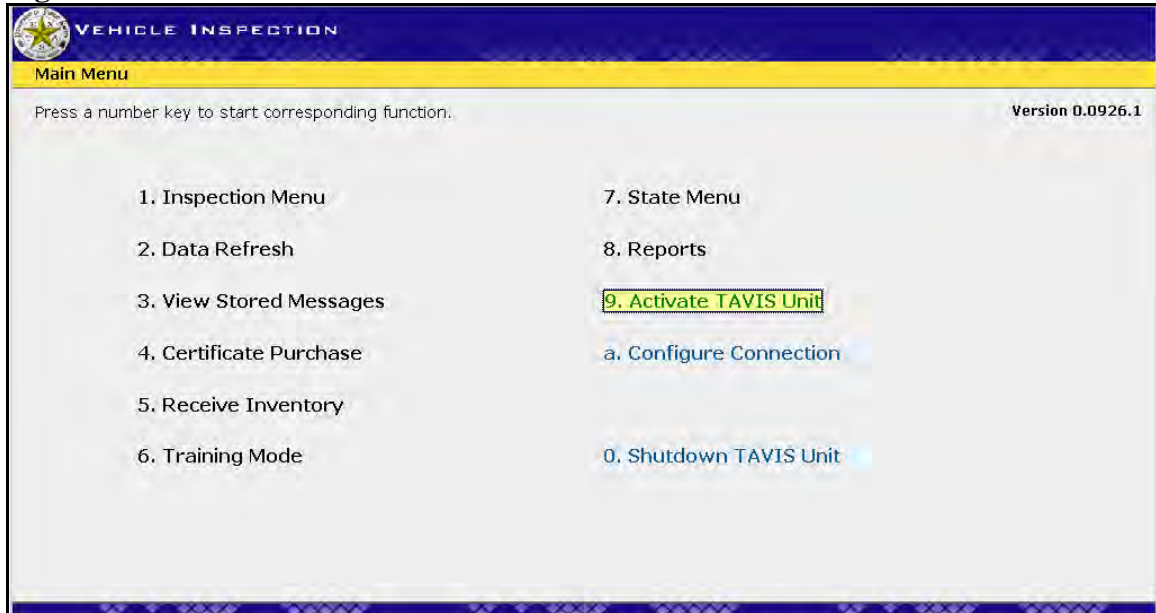
Upon completion of the Maintain TAVIS Status module a student will:

- Be able to activate a TAVIS Unit.

TAVIS Unit Activation

Should a user (DPS personnel or a station representative) turn on a TAVIS Unit, which has not been activated yet or needs to be reactivated, he/she will have to activate it first. To do so, the user will select **“9. Activate TAVIS Unit”** from the *Main Menu*.

Figure 1.1

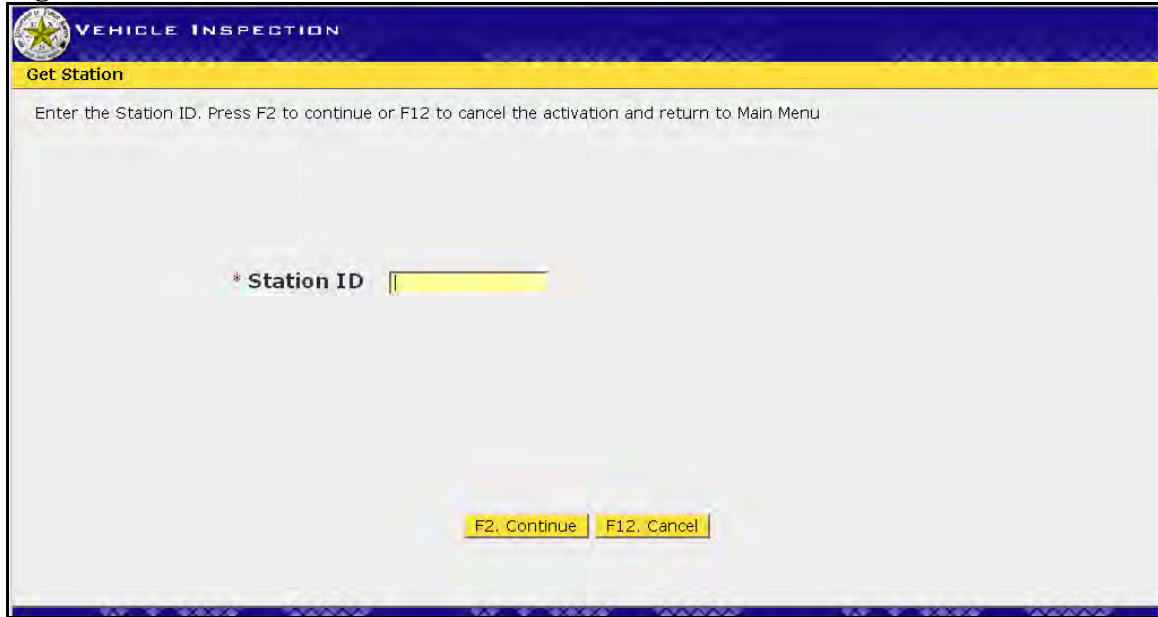


After the selection, the *Get Station* screen (Figure 1.2) appears.

Get Station Screen

The Get Station screen prompts the user to enter the *Station ID* number and select the "F2" key to proceed or the "F12" key to return to the *Main Menu* (for Activation).

Figure 1.2



VEHICLE INSPECTION

Get Station

Enter the Station ID. Press F2 to continue or F12 to cancel the activation and return to Main Menu

* Station ID

F2, Continue F12, Cancel

After the user completes entering the 5-digit *Station ID* number and selects the "F2" key, the TAVIS Unit will display the *Activate Unit Confirmation* screen (Figure 1.3). If instead of selecting the "F2" key, the user selects the "F12" key, the TAVIS Unit will re-direct him/her back to the *Main Menu* (Figure 1.1).

Activate Unit Confirmation Screen

The *Activate Unit Confirmation* screen allows the user to confirm whether the data about to be sent to the host is accurate or not. The data that the user verifies is the *Station ID*, *DBA name*, and *physical address*. If the data is correct, the user will select the "**F2**" key to proceed. If the data is incorrect, the user will select the "**F12**" key to cancel.

Figure 1.3

The screenshot shows a software interface for 'VEHICLE INSPECTION'. At the top, there is a blue header bar with a star icon and the text 'VEHICLE INSPECTION'. Below this is a yellow bar with the text 'Activate Unit'. The main area is white and contains a message: 'Enter the Station ID. Press F2 to continue or F12 to cancel the activation and return to Main Menu'. In the center, there is a grey box titled 'Please confirm following station information' containing the following details:

Station ID	90210
DBA Name	DBA Name - 90210 - BP - 915
Street	90210 Main Street
City	Austin
ZIP	90210

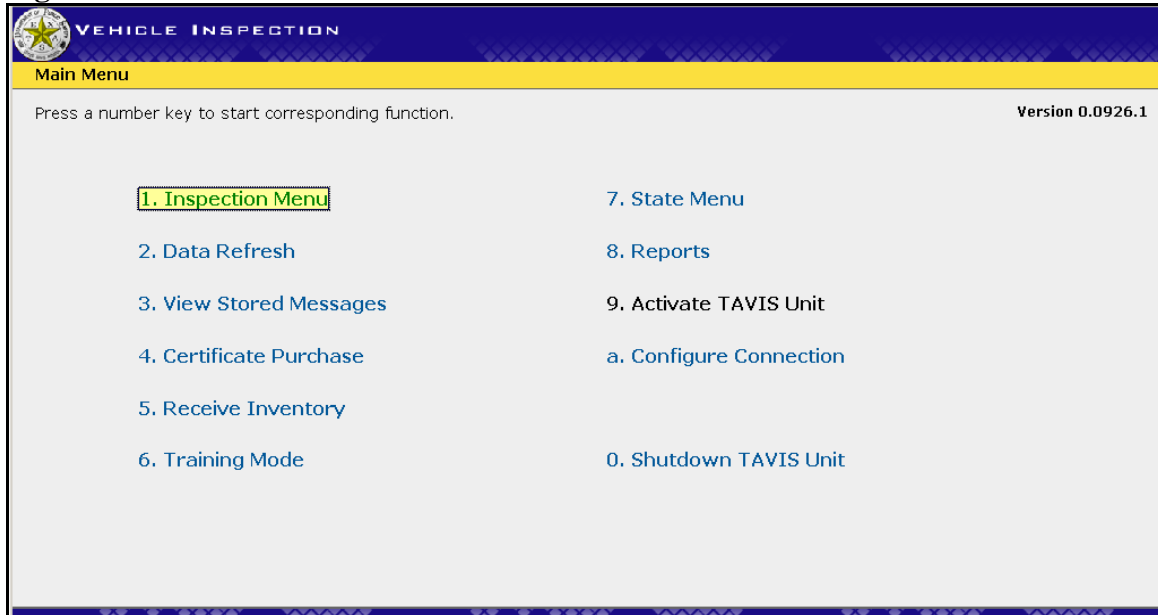
At the bottom of the grey box, there are two yellow buttons: 'F2. Continue' and 'F12. Cancel'.

After the user selects the "**F2**" key, the TAVIS Unit will be activated and the *Main Menu* will be displayed as shown in Figure 1.4. However, if the user selects the "**F12**" key, he/she will be re-directed back to the *Main Menu* as shown in Figure 1.1.

Main Menu – After Activation

Following the TAVIS Unit activation process, the *Main Menu* will now have the appearance as seen in Figure 1.4. The *Main Menu* allows the Inspector to select the function he/she desires to perform. There are 11 functions to choose from as seen below.

Figure 1.4



However, note that only an Inspector can access the “**1. Inspection Menu**”, a Buyer (Station Representative having authority to purchase certificates for the Station) can access the “**4. Certificate Purchase**”, and only a Texas Department of Public Safety Field Technician (DPS FT) have the authority to access the “**7. State Menu**”.

Module 2 – TAVIS User Login

As mentioned earlier, only an Inspector can access all the features in the “**1. Inspection Menu**”. Upon selection of the “1. Inspection Menu”, the TAVIS Unit software will ask the Inspector to enter his/her personalized *ID* number and *PIN*. The Inspector’s ID is his/her Texas ID or DL number, whichever he/she provided to the DPS during registration. The ID, therefore, consists of 8 digits.

Module 2 describes the initial login process.

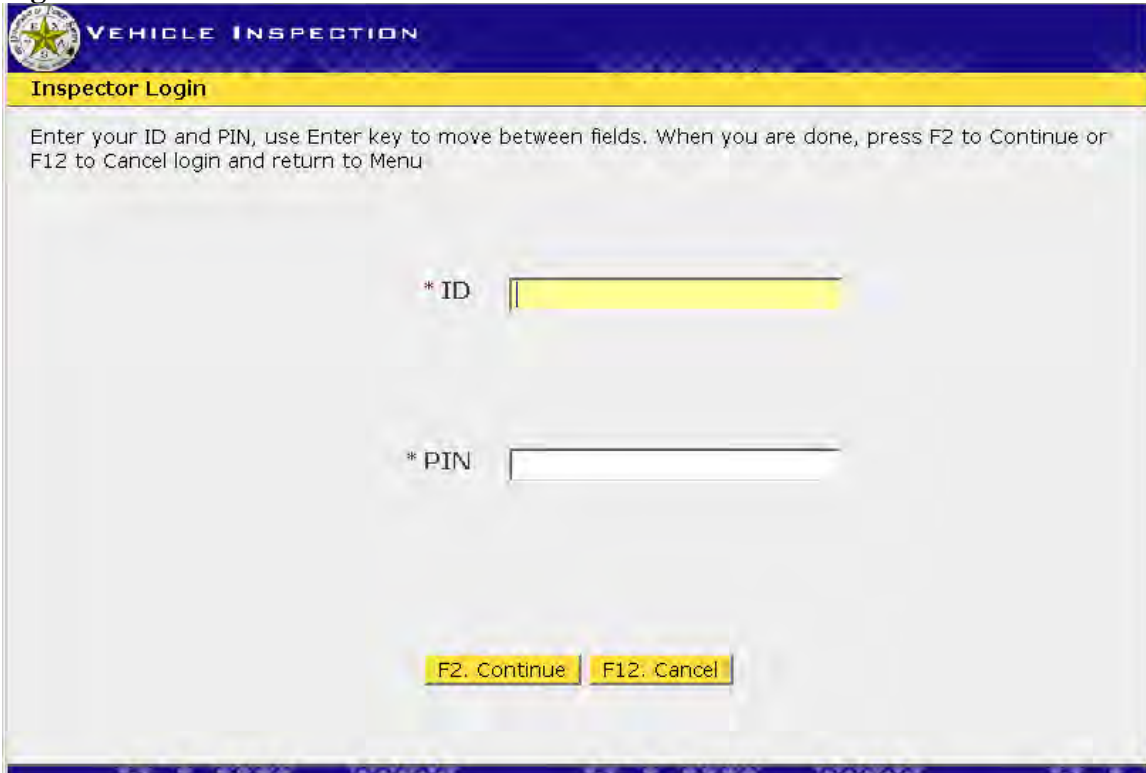
Upon completion of the Inspector Login module a student will be able to:

- Enter his/her *ID* and *PIN*, and log in to the TAVIS unit.
- Understand the importance of maintaining the privacy of the ID and PIN.
- Complete the secret question and answer request from the TAVIS Unit.
- Know what steps to take when the TAVIS Unit displays the Inspector’s expiration date warning message.
- Be aware of the process to follow if the following should occur:
 - The TAVIS Unit software does not recognize the Inspector ID.
 - The Inspector ID and PIN do not match.
 - The two entries of the new PIN do not match.
 - Entry violates field validation rules.
 - Communication between the Unit and the host fails.

TAVIS User Login

As mentioned earlier, the Inspector is required to log on to the TAVIS Unit using his/her pre-assigned 8 digit *ID* number and 5 digit *PIN*. From the *Main Menu*, the Inspector selects “**1. Inspection Menu**” to access the *Login* screen. The Login screen prompts the Inspector to enter the *ID* (TX DL/ID) and *PIN*. Once they are entered, the Inspector will select the “**F2**” key to proceed with the login process.

Figure 2.1



The screenshot shows the 'VEHICLE INSPECTION' software interface. At the top is a blue header with a star logo and the text 'VEHICLE INSPECTION'. Below this is a yellow banner with the title 'Inspector Login'. The main area is white and contains the following text: 'Enter your ID and PIN, use Enter key to move between fields. When you are done, press F2 to Continue or F12 to Cancel login and return to Menu'. There are two input fields: the first is labeled '* ID' and the second is labeled '* PIN'. At the bottom, there are two yellow buttons: 'F2. Continue' and 'F12. Cancel'.

The TAVIS Unit Software validates the *ID* and *PIN* against the stored data. If the initial login credentials are valid, the TAVIS Unit Software will display the *Training Certification Acknowledgement* screen (Figure 2.2).

If the TAVIS Unit Software is unable to validate the login credentials as entered, it will display an error message. The Inspector is allowed to correct the *ID* and/or *PIN*. After the third error message, the TAVIS Unit Software returns the Inspector to the **Main Menu**. Should the *ID* and *PIN* be correct and the Inspector continues to receive the error message, he/she can call the Help Desk for assistance.

Training Certification Acknowledgement

The *Training Certification Acknowledgement* screen (Figure 2.2) appears only for new Inspectors or for those who have not used a Unit previously. The screen confirms that the Inspector has received the required TAVIS Unit training as approved by the Texas Department of Public Safety (DPS), and fully understands the operation of the TAVIS Unit, system functions and requirements. By continuing, the Inspector agrees to comply with the DPS requirements and procedures for TAVIS use in recording the vehicle inspection data, purchasing, accounting, and tracking of inspection certificates. The Inspector confirms his/her understanding that TAVIS is a proprietary DPS system for administering the state vehicle inspection program and thereby, acknowledges receipt of the notice that improper use of the TAVIS Unit may result in administrative disciplinary actions, including revocation and/or suspension of the Inspector's certification, as well as any other penalties as may be authorized under the law.

Figure 2.2

VEHICLE INSPECTION

Training Certification Acknowledgement Welcome Little John

Press F2 to Continue or F12 to Cancel

By selecting "Continue" I certify that I have received the required Texas Automated Vehicle Inspection System (TAVIS) training as approved by the Texas Department of Public Safety. This certification confirms I fully understand the operation of the TAVIS device, system functions, and requirements. By continuing I agree to comply with the Texas Department of Public Safety's (DPS) requirements and procedures for TAVIS use in the recording of vehicle inspection data, purchasing, accounting, and tracking of inspection certificates.

I understand that TAVIS is a proprietary DPS system for administering the state vehicle inspection program. Further, by selecting "Continue" and proceeding past this point, I acknowledge receipt of notice that improper use of the TAVIS device may result in administrative disciplinary action, including revocation and/or suspension of my certification, as well as any other prosecution as may be authorized under the law. If you do not agree with the agreement above, then select the "Cancel" option.

If you do not agree with the agreement above, then select the "Cancel" option.

F2. Continue F12. Cancel

If the Inspector does not agree with the *Training Certification Acknowledgement*, he/she will select the "**F12**" key and be returned to the *Main Menu*. Should the Inspector agree with the *Training Certification Acknowledgement*, he/she will select the "**F2**" key to proceed to the *Change Inspector PIN* screen (Figure 2.3).

Change Inspector PIN

For the Inspector (new or existing) using a Unit for the first time, the TAVIS Unit Software will request that he/she changes the *PIN* for security purposes. The TAVIS Unit will prompt the Inspector to enter the new *PIN* twice. The new *PIN* should consist of 5 digits (the first digit can not be a '0'), be easy for the inspector to remember but difficult for others to guess. The Inspector *PIN* must be kept private.

Figure 2.3

VEHICLE INSPECTION

Change PIN Welcome JANE CARTER

Enter a new PIN and re-enter to confirm, use Enter key to move between fields. When you are done, press F2 to continue or F12 to Cancel and return to main menu

Please Note: To better protect your account, make sure that your PIN is memorable for you but difficult for others to guess. Do not share your PIN with anyone, and never use the same PIN that you've used in the past. For security purposes, your new PIN must be five numbers long.

* Enter Your New PIN

* Confirm Your New PIN

F2. Continue

After the Inspector enters his/her new *PIN* and selects the “**F2**”key to continue, the TAVIS Unit Software records the new data and displays the *Secret Question and Answer* screen (Figure 2.4). Should the Inspector inadvertently enter invalid characters for the *PIN* or there is a mismatch between two *PIN* entries, the TAVIS Unit Software will display an error message and request the Inspector re-enter the new *PIN* and confirm it.

Secret Question and Answer Screen

The *Secret Question and Answer* screen appears for the Inspector (new or existing) using the TAVIS Unit for the first time, or for the one, whose PIN was changed recently by the DPS for some reason. This screen allows the Inspector to select a *secret question* and enter his/her *answer* to the selected question. DPS uses this question/answer to verify the Inspector's identity, should he/she request a PIN change.

Figure 2.4

The screenshot shows a software window titled "VEHICLE INSPECTION" with a yellow header bar. Below the header, the title "Secret Question and Answer" is displayed on the left, and "Welcome Diane Batt" is on the right. The main area contains the instruction: "Select a secret question and enter an answer. Press F2 to continue or F12 to Cancel". Under the heading "* Secret Questions", there is a list box containing three options: "What is your mother's maiden name?", "In what city were you born?", and "What is your favorite color?". Below this, under the heading "* Your Answer", is a text input field. At the bottom of the window are two yellow buttons labeled "F2. Continue" and "F12. Cancel".

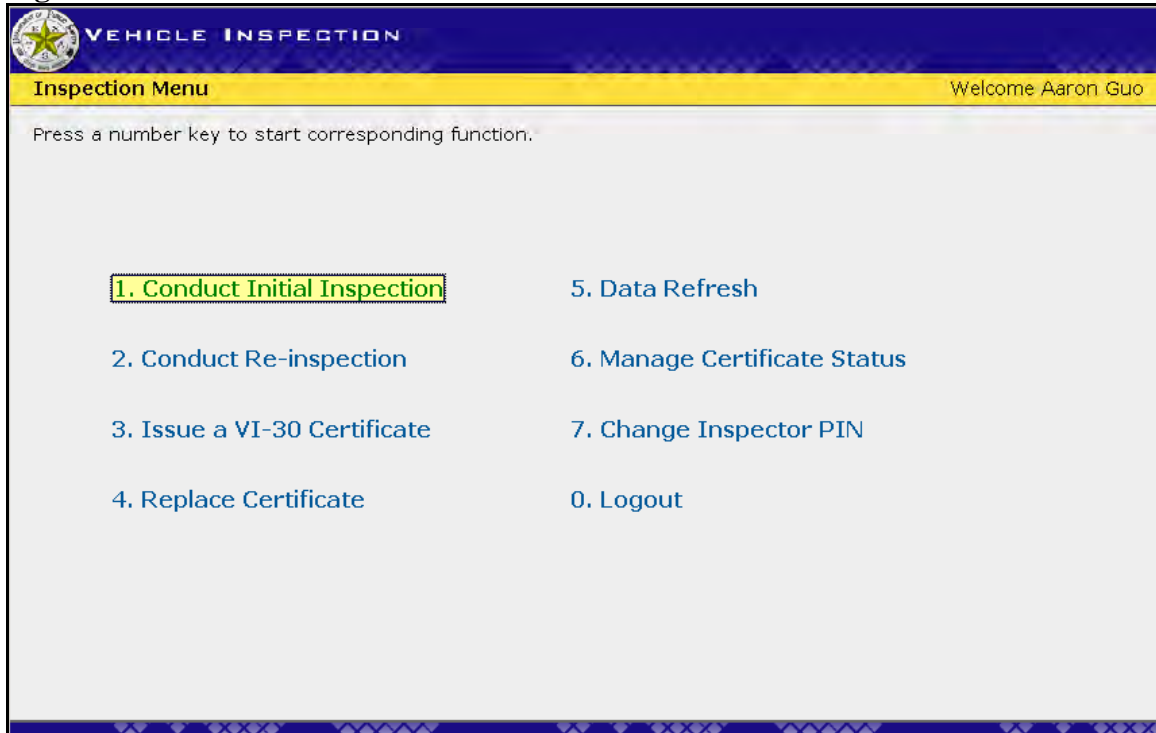
Once the Inspector has selected a secret question, entered the answer, and selected the "F2" key to continue, the *Inspection Menu* appears (Figure 2.5).

The PIN may be changed from time to time for various reasons. Should a PIN need to be changed, this function is found in the Inspection Menu.

Inspection Menu

Upon completion of the PIN change, and secret question and answer selection, the Inspector advances to the *Inspection Menu* from where he/she can choose one of the eight functions as listed in Figure 2.5.

Figure 2.5



All of the features and functionality of the *Inspection Menu* are elaborated on in Module 4.

Module 3 – Communicate With Host

The TAVIS Unit Software connects with the host to upload and download data. Uploaded data typically includes (among other items) inspection records, certificate books – that have been received at the Station and, Inspector PINs. Downloaded data typically includes (among other items) the most recent TAVIS Unit status (ex: activated, deactivated, etc), DPS FTs – who have the authority to visit the Station and access all of the Units, messages – broadcasted by the DPS from the host, software updates, and Inspector PINs.

This module describes the overall communication process and how the user can configure the TAVIS Unit to communicate with the host successfully.

Note that, no section in this module requires logging into the Unit.

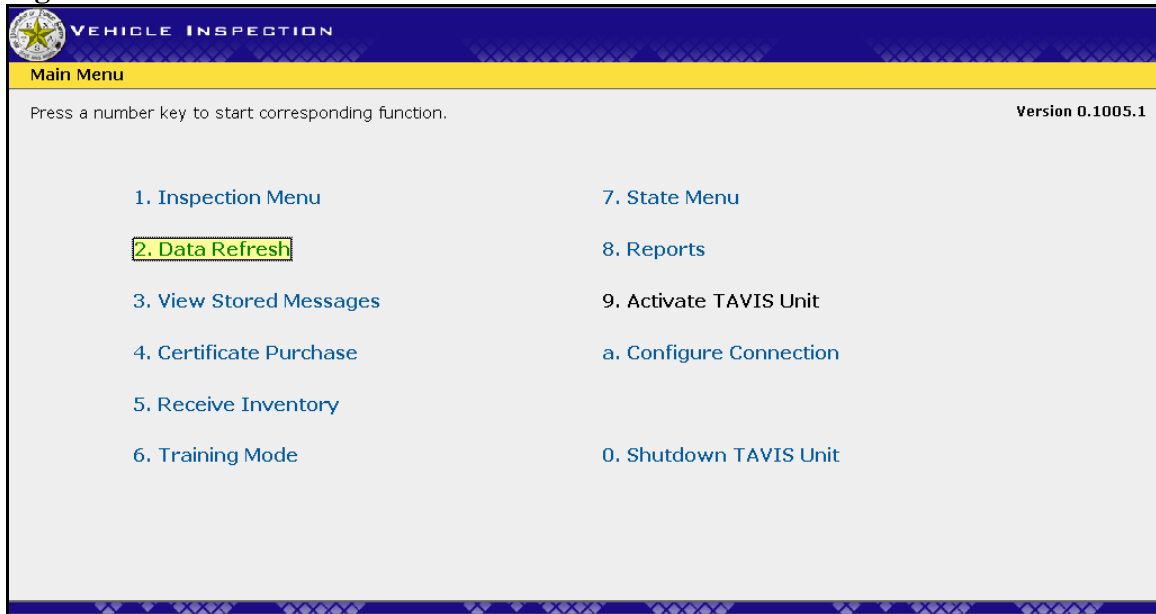
Upon completion of the Communicate With The Host module a student will:

- Have the ability to perform a data refresh on the TAVIS Unit.
- Have the ability to configure the TAVIS Unit communications.

Communicate with Host

From time to time, the TAVIS Unit data will need to be updated. This is accomplished by using the **Data Refresh** function in the *Main Menu* or the *Inspection Menu*. Let's assume that the user is in the *Main Menu* and he/she selects the “**2. Data Refresh**” option. Once this option is selected, the TAVIS Unit software will display the *Data Refresh* screen (Figure 3.2).

Figure 3.1



Data Refresh Screen

During the *Data Refresh* function, the TAVIS Unit dials up to the host. Once a communication is established, the TAVIS Unit Software uploads the data, if any, to the host. The host processes the uploaded data and sends any pending updates to the TAVIS Unit. Thereafter, the TAVIS Unit Software processes the data that it receives and informs the user once the *Data Refresh* is complete as shown in Figure 3.2.

Figure 3.2

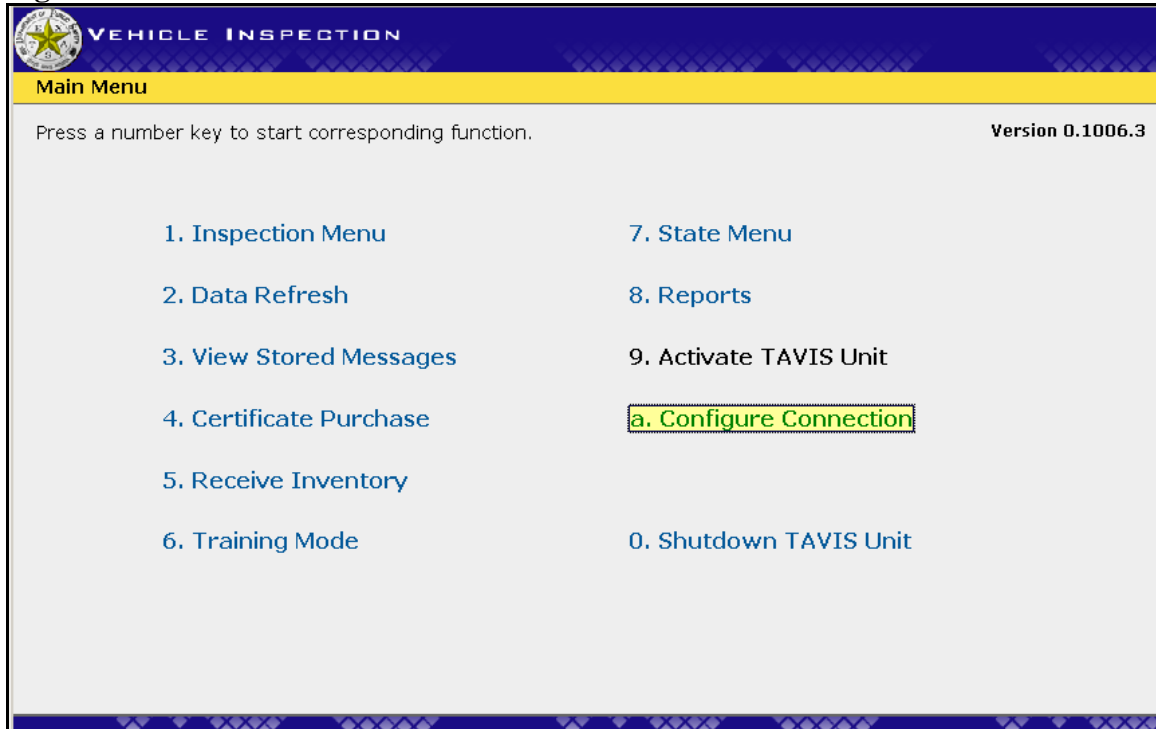


Once the data refresh is complete, the user selects the “**F12**” key to continue. The TAVIS Unit Software will then bring the user back to the *Main Menu* as seen in Figure 1.4.

Configure Connection

The user is able to configure the TAVIS Unit network or dial-up connection. He/she can accomplish this by selecting the “**a. Configure Connection**” option from the *Main Menu* as shown below.

Figure 3.3



Once the selection is made, the **Configure Connection** screen appears as shown in Figure 3.4.

Figure 3.4

VEHICLE INSPECTION

Configure Connection

Change the connection type, add extra number if necessary. When you are done press F2 to Test, F3 to Save or F12 to Return to without save.

Station ID:	30144	Unit ID:	10083
License expiration:	08/31/2007	Unit status:	Activated
ISP phone:	18005904857	Software version:	0.061213.1
# of offline tests:	7	Offline tests limit:	25
# of offline days:	4	Offline days limit:	30
Endorsement:	1 YEAR SAFETY ONLY 2 YEAR SAFETY ONLY TRAILER/MOTORCYCLE SAFETY COMMERCIAL WINDSHIELD SAFETY COMMERCIAL TRAILER SAFETY		

Connection Type: Extra Number:

F2. Test F3. Save F4. Toll Free Data Refresh F12. Cancel

From this screen the user can choose which **connection type** to use: *Network* or *Phone Line*. If the user selects phone line, the **extra number** field becomes active for entry. If the local phone line requires an additional number (ex: prefix of 8 or 9) to make an outside call, the user will type the number in this field.

Once the appropriate changes are made, the user can select “**F2**” to test the connection, “**F3**” to save the changes, “**F4**” for Toll Free data refresh, or “**F12**” to Cancel.

Module 4 – Perform Safety Inspection

This module allows the Inspector to enter vehicle and safety inspection data into the TAVIS Unit, proceeding with an initial inspection or re-inspection.

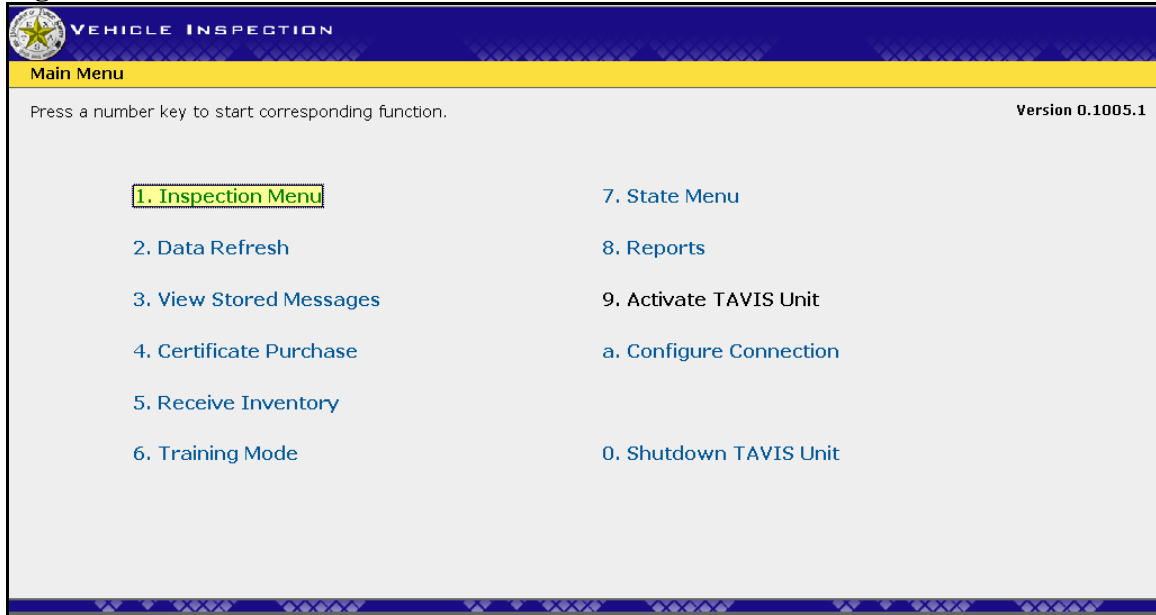
Upon completion of the Perform Safety Inspection module a student will:

- Be able to navigate through the *Inspection Menu* and select “Conduct Initial Inspection” or “Conduct Re-inspection”.
- Have ability to enter and override, if necessary, vehicle inspection data in the system.
- Be able to record a ‘pass’ or ‘fail’ for an inspection item. If an item has been repaired at the Station, the Inspector will be able to record that as well.
- Have the ability to enter the certificate number and associated cost for a passed inspection.
- Be able to submit or cancel the current inspection process.
- Submit an inspection record to be sent to the host on the next communication.
- Have the working knowledge of how to proceed should any of the following occur:
 - Insurance policy expiration date is past due or is not available.
 - Inspector has not entered all the mandatory data or simply entered invalid data.
 - Connection to the host is not available.
 - The TAVIS Unit Software and/or host cannot find the vehicle’s original inspection record.
 - Vehicle is eligible or not eligible for re-inspection.
 - The TAVIS Unit Software recognizes an out of sequence certificate.
 - Inspector scans/enters the wrong certificate type for the inspection.
 - Inspection cost exceeds the maximum cost for the certificate type.
 - VIN does not conform to recognized standards.

Main Menu

To begin the Vehicle Inspection process, the Inspector selects “**1. Inspection Menu**” from the *Main Menu*.

Figure 4.1

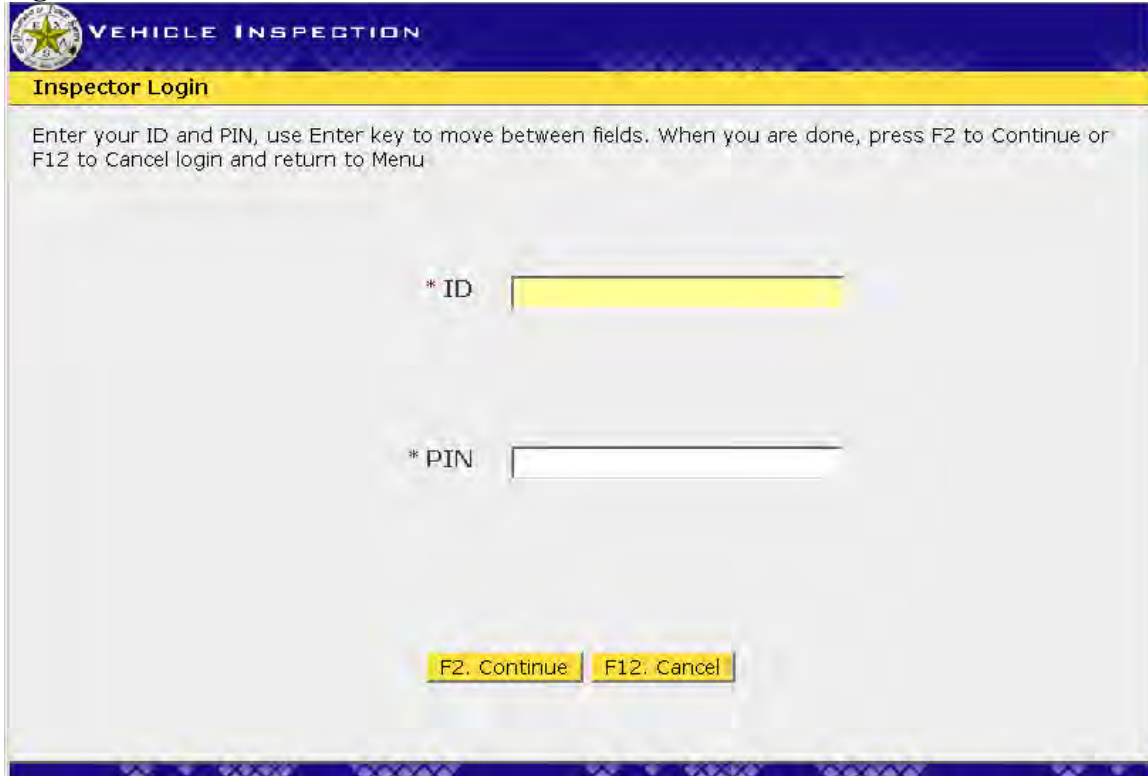


The TAVIS Unit Software then displays the *Login* screen as seen in Figure 4.2.

Login Screen

The TAVIS Unit Software needs to verify the Inspector's credentials first. Therefore, it asks the Inspector to login.

Figure 4.2



The screenshot shows the 'Inspector Login' screen of the TAVIS Unit Software. At the top, there is a blue header bar with a star logo on the left and the text 'VEHICLE INSPECTION' in white. Below the header is a yellow bar with the text 'Inspector Login'. The main area is white and contains the following text: 'Enter your ID and PIN, use Enter key to move between fields. When you are done, press F2 to Continue or F12 to Cancel login and return to Menu'. Below this text are two input fields. The first field is labeled '* ID' and has a yellow highlight. The second field is labeled '* PIN' and is empty. At the bottom of the screen, there are two yellow buttons: 'F2: Continue' and 'F12: Cancel'.

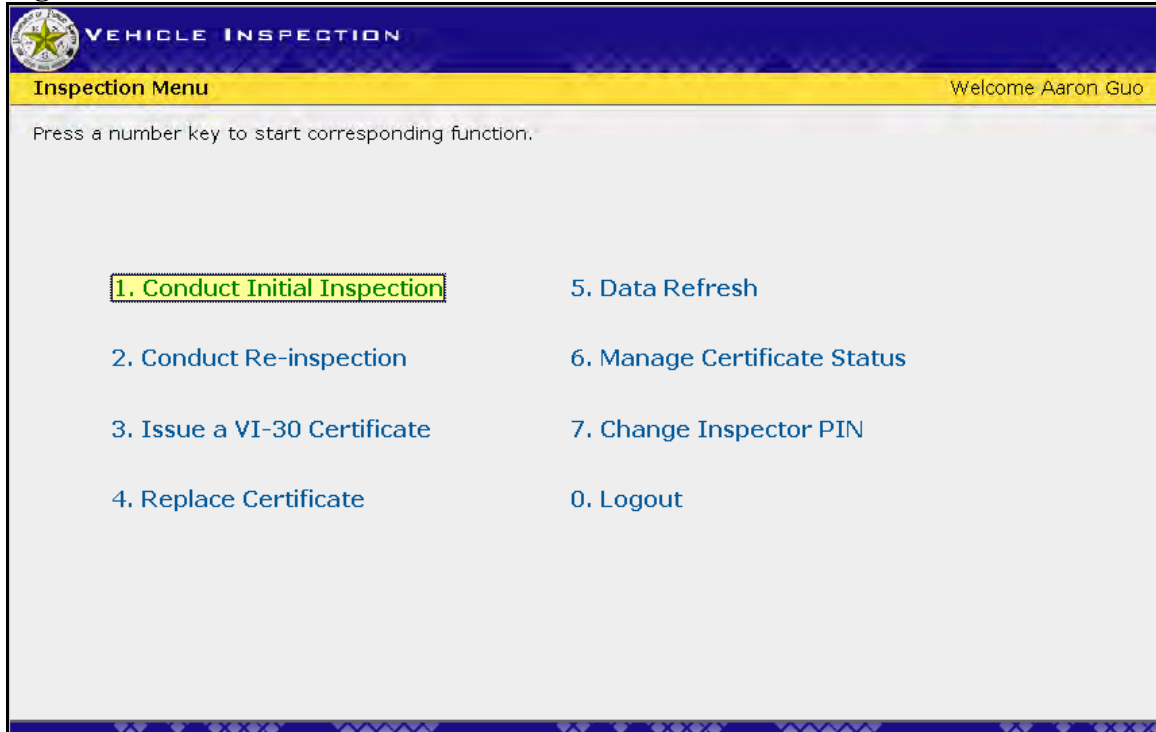
After the Inspector enters his/her *ID* and *PIN* and selects the "F2" key, the TAVIS Unit Software validates the Inspector's credentials against those stored in the database. If the Inspector is valid, the TAVIS Unit Software displays the *Inspection Menu* (Figure 4.3), or the *Training Certification Acknowledgement* screen (for new Inspectors or Inspectors using a Unit for the first time – Figure 2.2).

If the Inspector *ID* and *PIN* do not match, the TAVIS Unit Software displays a message indicating that the *ID* and *PIN* do not match and asks the Inspector to re-enter his/her login information. In total, the Inspector is given 3 chances to enter his/her *ID* and *PIN*. If a match cannot be found within these 3 attempts, the TAVIS Unit Software will redirect the Inspector back to the *Main Menu*. If this condition continues, the Inspector can call the help desk.

Inspection Menu

In the *Inspection Menu*, the Inspector will have eight functions to choose from (Figure 4.3):

Figure 4.3



Should the Inspector select **“1. Conduct Initial Inspection”** to perform a vehicle inspection, the TAVIS Unit Software re-displays the *Login* screen, as shown in Figure 4.2, and requests that the Inspector re-enter his/her *ID* and *PIN*. This Login screen appears at the beginning of every inspection. The reason the TAVIS Unit Software requires an Inspector to login prior to starting every inspection is so that no one else can perform an inspection using an ID and PIN that does not belong to the person. Thus, this feature promotes accountability among Inspectors.

Once the Inspector has logged in, the *Inspection Search* screen appears as shown in Figure 4.4.

Inspection Search

For verification, the *Inspection Search* screen requests that the Inspector enters the *Vehicle Identification Number (VIN)* for the vehicle or *VIN Exception*, and the *insurance expiration date* or *insurance exception reason*. The Inspector scans or manually enters the *VIN* into the appropriate data field, and then can use the "**TAB**" key or the mouse to move between fields for data entry.

Note that, when *VIN* is not available or is unreadable, the Inspector uses the *VIN Exception*. Similarly, the Inspector uses the *Insurance Exception Reason* when insurance data cannot be used for a certain vehicle.

Figure 4.4

The screenshot displays the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow banner reads 'Inspection Search' on the left and 'Welcome Chris Smith' on the right. The main area has a light gray background with instructional text: 'Input VIN, enter insurance expiration date or chose one of the insurance exception reason, use F3 to clear. When you are done press F2 to Continue or F12 to Cancel this inspetion.' (Note the typo 'inspetion'). The form includes a 'VIN' label followed by a yellow text input field. Below it is a 'VIN Exception' label followed by a white dropdown menu. The 'Insurance Expiration Date' section consists of 'Year', 'Month', and 'Day' labels, each followed by a white input field. The 'Month' and 'Day' fields have small downward arrows on their right sides. Below this is an 'Insurance Exception Reason' label followed by a yellow dropdown menu. At the bottom, three yellow buttons are displayed: 'F2. Continue', 'F3. Clear', and 'F12. Cancel Inspection'.

If manually entering the *VIN*, after the Inspector selects the "**F2**" key to continue, the TAVIS Unit Software requests that the Inspector re-enter the *VIN* for verification. Should the Inspector have made a keystroke error during the second *VIN* entry or the two *VIN* entries do not match, the TAVIS Unit Software requests that the *VIN* be re-entered (Figure 4.5).

Figure 4.5

VEHICLE INSPECTION

Inspection Search Welcome Chris Smith

Input VIN, enter insurance expiration date or chose one of the insurance exception reason, use F3 to clear. When you are done press F2 to Continue or F12 to Cancel this inspction.

VIN Re-entry

Please enter the VIN again.

VIN Exception

Insurance Expiration Date Year Month Day

Insurance Exception Reason

F2. Continue F3. Clear F12. Cancel Inspection

After the Inspector re-enters the *VIN* and selects the "**F2**" key, the TAVIS Unit Software searches for the inspection records in the database for a match. While the TAVIS Unit Software is searching for the records, the *Data Refresh* screen will be displayed (Figure 4.6).

Data Refresh

During the *Data Refresh* function, the TAVIS Unit searches for a vehicle match.

Figure 4.6



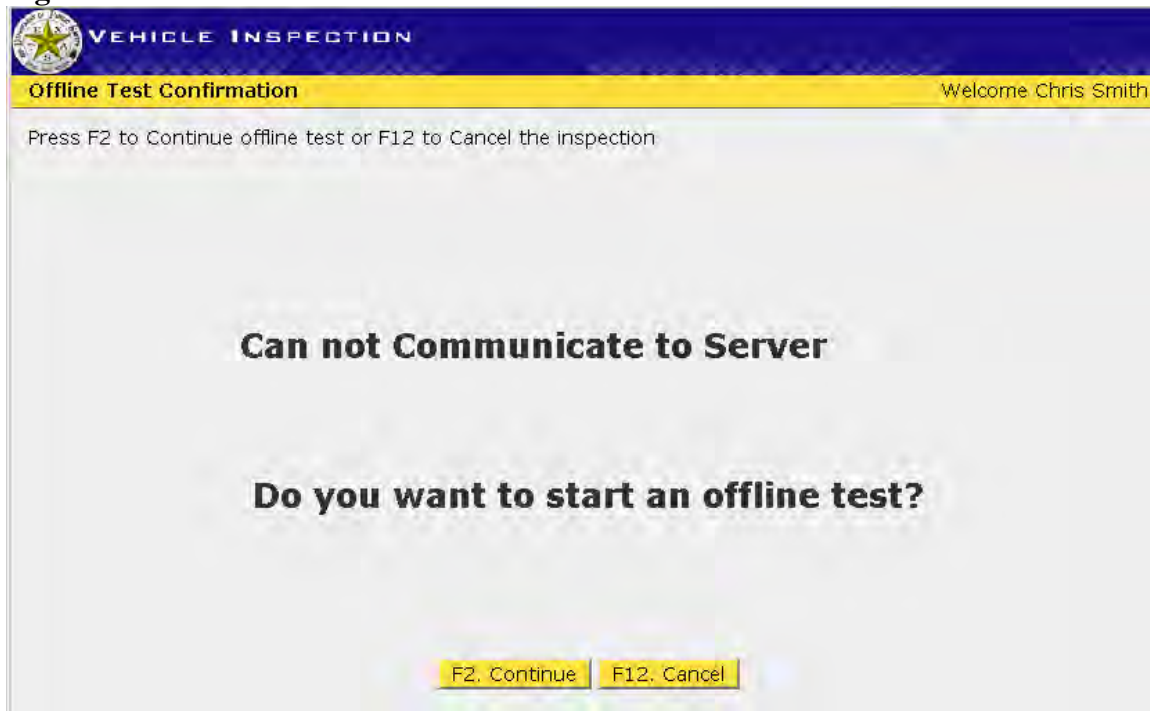
If the TAVIS Unit Software is unable to establish communication with the host and no local vehicle match is found, the below screen will display stating that the communication has failed and asking the Inspector to continue or retry the communication.

Figure 4.7



The Inspector can retry the connection multiple times. If the connection continues to fail, the Inspector continues to the next screen (as shown in Figure 4.8) with a message stating that the Unit could not communicate with the server and asking the Inspector if he/she wants to start an offline inspection.

Figure 4.8



If the Inspector selects “F2” to continue with an offline inspection, the *Vehicle Information Entry* screen will appear as shown in Figure 4.9. There will be a clear distinction on the screen that the Inspector has chosen to perform an offline inspection. The words “*Offline Test of F12 to Cancel*” will appear above the ‘Year’ field.

Figure 4.9

VEHICLE INSPECTION

Vehicle Information Entry Welcome Chris Smith

Input Vehicle Information, use Enter key to navigate. When you are done press F2 to Continue or F12 to Cancel this inspection.

Offline Test or F12 to Cancel F2. Continue F12. Cancel Inspection

Year

Make Other Make

Model Other Model

Plate Type Texas Other State

Plate Number

Vehicle Type Passenger Car

Inspection Type Safety

Odometer Status Readable

Odometer Reading .XX

As the TAVIS Unit Software successfully communicates, it first compares the VIN to the inspection records stored in the Unit from the previous inspections. If the vehicle search finds a matching record that is eligible for a re-inspection then the following screen will display as shown in Figure 4.10 stating the eligibility.

Figure 4.10



Once it is determined that a vehicle is eligible for a re-inspection and the Inspector selects “F2” to continue, the TAVIS Unit Software begins the re-inspection process as described later in this module. The TAVIS Unit Software will change the test type to a re-inspection with a clear distinction on the screen to indicate such (as shown in Figure 4.24).

If the vehicle is not eligible for re-inspection, the TAVIS Unit Software displays the *Vehicle Information Entry* screen. However, this screen will vary with the amount of information pre-populated. With a VIN match, the screen displays pre-populated data from the last inspection record as shown in Figure 4.11. But when a VIN match is not found, the screen displays with only default selections as shown in Figure 4.12.

Vehicle Information Entry

When a VIN match is found, the Unit will pre-populate the following data on the vehicle: *Year, Make, Model, Vehicle Type* and *Inspection Type* data fields as shown in Figure 4.11. The Inspector is then required to enter the *Plate Number* and *Odometer Reading* for the vehicle.

Note that, one or more of the pre-populated data in the *Vehicle Information Entry* screen may be wrong. This may happen if during the last inspection, the Inspector incorrectly overrode the data in question. At this point, the current Inspector may choose to rectify the error(s).

Figure 4.11

The screenshot shows the 'VEHICLE INSPECTION' software interface. The title bar reads 'VEHICLE INSPECTION'. Below it, a yellow banner contains 'Vehicle Information Entry' on the left and 'Welcome JANE CARTER' on the right. A text box below the banner says: 'Input Vehicle Information, use Enter key to navigate. When you are done press F2 to Continue or F12 to Cancel this inspection.' To the right of this text are two buttons: 'F2. Continue' and 'F12. Cancel Inspection'. The main form area contains several fields: 'Year' (text box with '1985'), 'Make' (dropdown menu with 'TOYOTA'), 'Other Make' (text box), 'Model' (dropdown menu with 'MR2'), 'Other Model' (text box), 'Plate Type' (dropdown menu with 'Texas'), 'Other State' (dropdown menu), 'Plate Number' (text box), 'Vehicle Type' (dropdown menu with 'Passenger Car'), 'Inspection Type' (dropdown menu with 'Safety'), 'Odometer Status' (dropdown menu with 'Readable'), and 'Odometer Reading' (text box with '.XX').

If no match is found, the same *Vehicle Information Entry* screen would appear, but with only the default selections pre-filled in as shown in Figure 4.12. All other fields would need to be manually entered.

Figure 4.12

After the Inspector has completed entering the vehicle information and selects the “**F2**” key, the TAVIS Unit Software requests that the Inspector re-enter the *Odometer reading* to confirm that the reading was entered correctly. When the Unit verifies the Odometer reading entries, the *Inspection Item Entry* screen will be displayed as shown in Figure 4.13. Based on the vehicle information entered, the Unit displays the appropriate *Vehicle Inspection Item Entry* screen. For example, the *vehicle type*, as displayed in Figure 4.12, warrants 19 inspection items. Therefore the Vehicle Inspection Entry Item screen displays 19 items (as shown in Figure 4.13) for that vehicle type. Other vehicles types may require less items of inspection or more items; the screen will display the appropriate number of items dependent on the *vehicle type*.

Inspection Item Entry > Item 1

It is the responsibility of the Inspector to perform a thorough inspection of all the required safety items on the vehicle presented and accurately enter the results into the TAVIS Unit. For each inspection item, the TAVIS Unit Software displays the appropriate *Inspection Item Entry* screen. In the Vehicle Inspection Item Entry screen, the TAVIS Unit Software displays the total number of items requiring inspection, the item number currently being inspected, its description and three or four result options that the Inspector can choose. Figure 4.13 shows that a *horn* is being inspected. From the left box of the screen, the Inspector would use the “**F**” key to select “**Fail**”, the “**P**” key to select “**Pass**”, the “**N**” key to select “**Not Applicable**”, or the “**R**” key to select the “**Repair**” criteria (some Inspection Items may not have an “Not Applicable” criteria) and select the “**F2**” key to proceed.

Should the Inspector select the “**Fail**” option for the *Horn* Inspection, he/she will then select the appropriate number/letter key(s), in this case 1 – 9 to indicate the reason(s) for the horn failure. After the Inspector has selected the reason(s) for the failure, and selected the “**F2**” key, the TAVIS Unit displays the next Inspection Item screen (Figure 4.15).

Figure 4.13

The screenshot displays the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow banner reads 'Inspection Item Entry' on the left and 'Welcome Chris Smith' on the right. A text box below the banner instructs the user: 'Choose result, press [P] for Pass, [F] for Fail, [R] for Repair, [N] for N/A. Press number key to choose repair/failure reason. F2 to Continue or F12 to Cancel'. Below this instruction are two yellow buttons: 'F2. Continue' and 'F12. Cancel Inspection'. The main content area is titled 'Item 1 of 19 Horn'. On the left side of this area, there are three checkboxes: 'Fail', 'Pass', and 'Repair'. To the right of these checkboxes is a list of nine failure reasons, each preceded by a small square icon. The reasons are: 1. Horn emits an unusually loud or harsh sound or whistle; 2. Horn is actuated by grounding two naked wires or similar method; 3. Horn or horn switch is not securely fastened; 4. Horn switch missing or inoperative; 5. Horn switch not readily accessible to vehicle operator; 6. Operation of the horn interferes with the operation of any other circuit; 7. Sound is not audible under normal conditions for 200 feet; 8. Vehicle is not equipped with a horn; 9. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections. A yellow button labeled 'F3. Go' is located above the failure reasons list.

Note that, should the Inspector select the “**Pass**” or “**Not Applicable**” option, the TAVIS Unit Software will automatically display the next Inspection Item screen (Figure 4.15).

Should the vehicle fail on an Inspection Item and the customer repairs the failed item at the Station, the Inspector will select the “**R**” key for the “**Repair**” check box and select one or more *fail/repair reason(s)*. The Inspector would select the appropriate

number/letter key(s), in this case 1 – 9 to indicate the reason(s) for the horn failure/repair (Figure 4.14).

Figure 4.14

The screenshot displays the 'Inspection Item Entry' screen of the TAVIS software. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow bar shows 'Inspection Item Entry' on the left and 'Welcome Chris Smith' on the right. A text box below the yellow bar provides instructions: 'Choose result, press [P] for Pass, [F] for Fail, [R] for Repair, [N] for N/A. Press number key to choose repair/failure reason. F2 to Continue or F12 to Cancel'. Below the instructions are two yellow buttons: 'F2. Continue' and 'F12. Cancel Inspection'. The main content area is divided into two sections. On the left, under 'Item 1 of 19', there are three checkboxes: 'Fail', 'Pass', and 'Repair' (which is checked). Below these is a yellow button labeled 'F3. Go'. On the right, the item name 'Horn' is displayed in blue, followed by the instruction 'Please select the fail/repair reasons' in red. Below this is a list of nine numbered reasons, each with a checkbox. Reason 9, 'Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections', is checked.

Item	Result	Reason(s)
1	Repair	9. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections

After the Inspector has selected “F”, “P”, “N” or “R” and chosen reason(s) – if applicable – and selected the "F2" key, the TAVIS Unit will display the next *Inspection Item Entry* screen (Figure 4.15).

Inspection Item Entry > Item 2

As the Inspector continues entering the inspection results for each safety item that applies to the vehicle being inspected, the TAVIS Unit Software will continue to display the appropriate *Inspection Item Entry* screen for each item. The Inspector would repeat the process described in the Horn section above for the remaining items.

Figure 4.15

The screenshot displays the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains the title 'VEHICLE INSPECTION' and a yellow bar below it says 'Inspection Item Entry' and 'Welcome Chris Smith'. Below this, instructions state: 'Choose result, press [P] for Pass, [F] for Fail, [R] for Repair, [N] for N/A. Press number key to choose repair/failure reason. F2 to Continue or F12 to Cancel'. A row of buttons includes 'F2. Continue', 'F4. Previous', and 'F12. Cancel Inspection'. The main area shows 'Item 2 of 19' and the title 'Windshield Wipers'. A 'F3. Go' button is present. On the left, there are four checkboxes: 'Fail', 'Not Applicable', 'Pass', and 'Repair'. On the right, there is a list of nine failure reasons, each preceded by a checkbox:

- ☐ 1. Any part of the rubber element is torn loose from the metal backing or blade base
- ☐ 2. Metal parts of wiper blades or arms are damaged or come in contact with the windshield
- ☐ 3. The portion of the rubber element that contacts the windshield is torn more than one inch on one end or is torn a total of one inch on both ends
- ☐ 4. Vehicle is not equipped with the number of wipers with which it was originally equipped
- ☐ 5. Wiper blades are not making proper contact with windshield
- ☐ 6. Wiper blades have damaged, hardened, or badly worn rubber elements
- ☐ 7. Wiper controls are not operating properly or are located beyond the driver's reach
- ☐ 8. Wiper is incapable of adequately cleaning the windshield
- ☐ 9. Wiper is inoperative, does not operate freely, or is improperly adjusted

After the inspection results for all the *Inspection Item Entry* screens have been entered, the TAVIS Unit Software displays the *Inspection Results Summary* screen (Figure 4.16).

Inspection Results Summary

The *Inspection Results Summary* screen displays a *description* of all the inspected items and their *safety results*, as entered by the Inspector. Should the Inspector have failed or repaired an item, the *reason(s) for the failure or repair* would also be displayed.

Figure 4.16

Description	Safety Result	Reason(s) for Fail/Repair
Horn	Repair	9. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections
Windshield Wipers	Fail	5. Wiper blades are not making proper contact with windshield 6. Wiper blades have damaged, hardened, or badly worn rubber elements
Mirror	Pass	
Steering	Pass	
Seat Belts	Not Applicable	
Service Brakes	Pass	
Parking Brakes	Pass	
Tires	Fail	3. Any tire which has any visible bumps, bulges, or knots apparently related to tread or sidewall separation or partial failure of the tire structure, including bead area 4. Any tire which has been regrooved or recut below the original groove depth, except special (regroovable) tires which have extra undertread rubber for this purpose
Wheel Assembly	Pass	
Exhaust System	Pass	

When the Inspector reviews the information on the *Inspection Results Summary* screen, he/she will have the option to correct any data entered incorrectly. The Inspector would use the “**TAB**” key or arrow keys to move up and down the list of inspection items. With an item highlighted, the inspector could press the “**Enter**” key to return to the *Inspection Item Entry* screen for the specific item and change the value entered. Once any value is changed, the TAVIS Unit Software will return to the *Inspection Results Summary* page for further review.

Once the review is complete, select the “**F2**” key to continue or “**F12**” key to cancel the Inspection. Should the Inspector select the “**F12**” key, he/she will be redirected to the *Main Menu*, if the “**F2**” key is selected, the TAVIS Unit will proceed and display the *Certificate Entry* screen (Figure 4.17).

Certificate Entry

The *Certificate Entry* screen requires the Inspector to enter the data that will enable the TAVIS Unit Software to complete the inspection process and display the Vehicle Inspection Report. The Inspector would first select a *certificate type*, which would then pre-fill the *Inspection Cost*. The Inspector would enter the *certificate number* by scanning the certificate barcode or using the keyboard to manually enter the certificate number. The next step would be to enter any *repair cost* for repaired inspection items. The TAVIS Unit Software will populate the *Inspector ID*, *Inspection Type*, *Inspection Result* and the *Total Cost*.

Figure 4.17

VEHICLE INSPECTION

Certificate Entry Welcome JANE CARTER

Input Information, use Enter key to navigate. Press F2 to Continue or F12 to Cancel this inspection.

Failed Items

Certificate Type Certificate Number

Inspector ID 04996557 Inspection Type Safety

Inspection Cost(\$) Repair Cost(\$)

VI-30 Issued No VI-30 Number

VI-30 Cost(\$)

Inspection Result Pass Total Cost(\$) 0.00

F2. Submit F3. Change Inspection Type F4. Manage Certificate Status F12. Cancel Inspection

When the Inspector has completed entering the required data, he/she will have a choice of selecting the "F2" key to submit the data, the "F3" key to change the inspection type, the "F4" key to go to the Manage Certificate Status menu or the "F12" key to cancel the Inspection. If all of the data is correct and the Inspector will select the "F2" key and the TAVIS Unit Software will display the Texas Department of Public Safety (TxDPS) *Vehicle Inspection Report (VIR)* (Figure 4.18).

Texas Department of Public Safety Vehicle Inspection Report

There are six sections on the TxDPS VIR. Section one contains the *Test Date*, *Start Time* and *End Time* along with the *Overall Result*. Section two contains the *Station Information*. Section three contains the *Vehicle Information*. Section four contains the *Certificate Type* and *Test Type*. Section five contains the *Inspection Items* and identifies whether or not the item passed, failed, not applicable or was repaired. Section six contains the *Fees* for the Inspection.

Figure 4.18

The screenshot shows the Texas Department of Public Safety Vehicle Inspection Report form. The form is titled "Texas Department of Public Safety Vehicle Inspection Report". It contains the following sections:

- Section 1:** Test Start Date/Time (Wed Nov 15 10:25:37 EST 2006), Test End Date/Time (Wed Nov 15 10:29:04 EST 2006), Overall Result (PASS).
- Section 2:** Station Information (Station # 90210, Station Name DBA NAME - PARSONS, Station Address 90210 Main Street, HOUSTON, TEXAS 90210, Inspector Name Rob's Guy, TAVIS ID 10046, Software Version 0.1108.1).
- Section 3:** Vehicle Information (Vehicle Type Passenger Car, Year 1994, Make MAZDA, Model MX-6, VIN 1YVGE31D8R5159474, License Plate 808WYC, LP State Texas, Odometer Status Readable, Odometer Reading 50000, Insurance Expiration 11/30/2006).
- Section 4:** Inspection Type (Safety), Certificate Type (1 YEAR SAFETY ONLY), Test Type (Initial).
- Section 5:** Inspection Items (Horn, Steering, Parking Brakes, Exhaust System, Tail Lamps, Rear Red Reflectors, Window tinting or coating, Windshield Wipers, Seat Belts, Tires, Exhaust Emission System, Stop Lamps, Turn Signal Lamps, Gas Cap, Mirror, Service Brakes, Wheel Assembly, Beam Indicator, License Plate Lamp, Head Lamps).
- Section 6:** Fees (Inspection Cost \$14.50, Repair Cost \$20.00, Total \$34.50).

At the bottom of the form, there are buttons for "F2. Print" and "F12. Return". The Certificate # is G00100001.

At this point the Inspector will have the choice to either select "F2" to print the certificate or "F12" to return to the *Inspection Menu*.

Conduct Re-Inspection Differences

When an Inspector selects “**2. Conduct Re-Inspection**” from the *Main Menu*, the TAVIS Unit Software will re-display the *Login* screen (Figure 4.2) and request that the Inspector re-enter his/her *ID* and *PIN*. This Login screen will appear at the beginning of every inspection and re-inspection to validate that the person performing the inspection or re-inspection is qualified and the only one carrying out the inspection process.

Once the Inspector has successfully logged in, the first screen of the re-inspection process, *Re-Inspection Search By VIN*, will appear as shown in Figure 4.19.

Figure 4.19



The Inspector must then select the criteria that he/she wants to use to search for a matching record. The first option is search by *VIN*, as shown above. However, if no *VIN* match is found in the local TAVIS Unit, the TAVIS Unit Software will prompt the Inspector to search by *License Plate Number* as shown in Figure 4.20.

Figure 4.20

VEHICLE INSPECTION

Re-inspection Search Welcome Rob's Guy

Enter the search criteria, use TAB key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

No Result Found by VIN Search. Please Enter the License Plate Number to Search.

License Plate Number:

F2. Continue F4. No Plate F12. Cancel

If no license plate match is found in the local TAVIS Unit, the TAVIS Unit Software will prompt the Inspector to search by the *Fail Confirmation Number* as shown in Figure 4.21.

Figure 4.21

VEHICLE INSPECTION

Re-inspection Search Welcome Rob's Guy

Enter the search criteria, use TAB key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

No Result Found by the License Plate Search. Please Enter the Fail Confirmation Number to Search.

Fail Confirmation Number:

F2. Continue F4. No Fail Confirmation Number F12. Cancel

If no *fail confirmation number* match is found in the local TAVIS Unit, the TAVIS Unit Software will prompt the Inspector to locate the inspection record by *VIN* (displayed from first search criteria entry) but this time on the Host as shown in Figure 4.22.

Figure 4.22



VEHICLE INSPECTION

Re-inspection Search Welcome Rob's Guy

Enter the search criteria, use TAB key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

No previous result found locally. Press F2 to search by the VIN from the host.

VIN: 1FHGGTJEWNFJUK55GK

F2. Host Search F12. Cancel

Once the Inspector selects “**F2**”, the TAVIS Unit Software performs a *Data Refresh* (Figure 4.6) and either the matching record is displayed, or the following screen with an error message is shown (Figure 4.23). From the following screen, by selecting “**F12**”, the inspector is returned to the *Inspection Menu*. If the initial inspection record cannot be found, the inspector may perform an initial inspection at no charge to the motorist.

If a matching record is found, the TAVIS Unit Software advances to the *Vehicle Information Entry* screen (Figure 4.24).

Figure 4.23



VEHICLE INSPECTION

Not previous record found. Welcome Darryl McCarthy

Press F12 to return to Inspection Menu

Your vehicle is NOT eligible for a free re-inspection. Because No previous Inspection found.

F12. Return to Inspection Menu

Re-Inspection Match Found

When the Inspector successfully locates an inspection record match (either on the Unit or the host itself), the following *Vehicle Information Entry* screen appears as shown in Figure 4.24. There will be a clear distinction between the entry screen of an initial inspection and that in the re-inspection.

Figure 4.24

The screenshot shows the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow banner reads 'Vehicle Information Entry' on the left and 'Welcome JANE CARTER' on the right. The main area has a light gray background with instructional text: 'Input Vehicle Information, use Enter key to navigate. When you are done press F2 to Continue or F12 to Cancel this inspection.' Below the text, a red banner states 'This is a Re-inspection'. To the right of this banner are two yellow buttons: 'F2. Continue' and 'F12. Cancel Inspection'. The form contains several fields: 'Year' (text box with '1998'), 'Make' (dropdown menu with 'CHEVROLET'), 'Other Make' (text box), 'Model' (dropdown menu with 'G30 SPORTVAN'), 'Other Model' (text box), 'Plate Type' (dropdown menu with 'Texas'), 'Other State' (dropdown menu), 'Plate Number' (text box with '123BBT'), 'Vehicle Type' (dropdown menu with 'Passenger Car'), 'Inspection Type' (dropdown menu with 'Safety'), 'Odometer Status' (dropdown menu with 'Readable'), and 'Odometer Reading' (text box with '.XX'). The 'Other Make', 'Other Model', 'Other State', and 'Odometer Reading' fields are highlighted in yellow, indicating they are not editable during a re-inspection.

During the re-inspection, the grayed out fields in the *Vehicle Information Entry* screen are not editable. All the other fields are editable and the Inspector fills them out or changes their value as appropriate. The last entry on this screen for the Inspector is to provide a value for Odometer, if its status was not mentioned to be 'None' or 'Obscured', and select "F2". The TAVIS Unit Software will then ask the Inspector to confirm the *odometer reading* entry by re-entering its value.

The Inspector is then taken to the *Inspection Item Entry* screen for the first item that failed during the previous inspection (Figure 4.25).

Figure 4.25

The screenshot displays the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow banner reads 'Inspection Item Entry' on the left and 'Welcome JANE CARTER' on the right. A text box below the banner provides instructions: 'Choose result, press [P] for Pass, [F] for Fail, [R] for Repair, [N] for N/A. Press number key to choose repair/failure reason. F2 to Continue or F12 to Cancel'. Two yellow buttons, 'F2. Continue' and 'F12. Cancel Inspection', are positioned below the instructions. The main area is a form for 'Item 1 of 20' titled 'Horn'. On the left, there are three radio buttons for 'Fail' (selected), 'Pass', and 'Repair'. On the right, there is a list of nine failure reasons, each with an unchecked checkbox:

- ☐ 1. Horn emits an unusually loud or harsh sound or whistle
- ☐ 2. Horn is actuated by grounding two naked wires or similar method
- ☐ 3. Horn or horn switch is not securely fastened
- ☐ 4. Horn switch missing or inoperative
- ☐ 5. Horn switch not readily accessible to vehicle operator
- ☐ 6. Operation of the horn interferes with the operation of any other circuit
- ☐ 7. Sound is not audible under normal conditions for 200 feet
- ☐ 8. Vehicle is not equipped with a horn
- ☐ 9. Wiring insulation is worn, rubbed bare, or shows any evidence of burning, short circuiting, or poor electrical connections

The Inspector can then update the results for the failed inspection items one at a time. Once the new result is selected, the TAVIS Unit Software advances through all of the previous failing inspection items. After all the failed items are reviewed, the Inspector is taken to the *Inspection Results Summary* screen as shown in Figure 4.26.

Figure 4.26

VEHICLE INSPECTION

Inspection Results Summary Welcome JANE CARTER

Use Tab key to move between items, press Enter go to the Inspection Entry screen for that item. When you are done, press F2 to Continue or F12 to Cancel this inspection.

F2. Continue F12. Cancel Inspection

Description	Safety Result	Reason(s) for Fail/Repair
Horn	Pass	
Windshield Wipers	Not Applicable	
Mirror	Repair	4. Reflective surface of mirror is cracked, broken, peeled, tarnished, or has sharp edges
Steering	Pass	
Seat Belts	Pass	
Service Brakes	Pass	
Parking Brakes	Pass	
Tires	Pass	
Wheel Assembly	Pass	
Exhaust System	Pass	
Exhaust Emission System	Pass	
Beam Indicator	Pass	
Tail Lamps	Pass	
Stop Lamps	Pass	
License Plate Lamp	Pass	
Rear Red Reflectors	Pass	
Turn Signal Lamps	Pass	
Head Lamps	Pass	
Window tinting or coating	Pass	
Car Cap	Pass	

From the Summary screen the Inspector can review and update any other inspection items he/she deems necessary. Once complete, the inspector would select “F2” to proceed to the *Certificate Entry* screen.

During the re-inspection, the *Certificate Entry* screen varies from that in the initial inspection. Some fields cannot be changed (i.e. they are grayed out). The entry screen is shown in Figure 4.27 below.

Figure 4.27

The screenshot shows a software interface for vehicle inspection. At the top, there is a blue header with a star logo and the text "VEHICLE INSPECTION". Below this is a yellow banner with "Certificate Entry" on the left and "Welcome JANE CARTER" on the right. A message below the banner reads: "Input Information, use Enter key to navigate. Press F2 to Continue or F12 to Cancel this inspection." The main form area contains several sections: a "Failed Items" section with a list box; a "Certificate Type" section with a dropdown menu set to "1 YEAR SAFETY ONLY" and a "Certificate Number" field; an "Inspector ID" field with the value "04996557" and an "Inspection Type" dropdown set to "Safety"; an "Inspection Cost(\$)" field with "0.00" and a "Repair Cost(\$)" field; a "VI-30 Issued" dropdown set to "No" and a "VI-30 Number" field; and a "VI-30 Cost(\$)" field. At the bottom, there is a section for "Inspection Result" with the value "Pass" and a "Total Cost(\$)" field. Below this are three yellow buttons: "F2. Submit", "F4. Manage Certificate Status", and "F12. Cancel Inspection".

Failed Items	

Certificate Type	1 YEAR SAFETY ONLY	Certificate Number	
Inspector ID	04996557	Inspection Type	Safety
Inspection Cost(\$)	0.00	Repair Cost(\$)	

VI-30 Issued	No	VI-30 Number	
VI-30 Cost(\$)			

Inspection Result	Pass	Total Cost(\$)	
-------------------	------	----------------	--

F2. Submit F4. Manage Certificate Status F12. Cancel Inspection

The *Certificate Type* and *Inspection Cost* are two fields that should never be changed during a re-inspection. If the certificate type needs to be changed, the Inspector must cancel the current inspection and start an initial inspection for the new certificate type. Once all the relevant information is entered, the Inspector must select “**F2**” to submit the inspection results.

Cancel Inspection

During the inspection process, the Inspector may need to cancel an inspection. If the Inspector selected the “**F12 – Cancel Inspection**” function from any screen during the Vehicle Inspection, the TAVIS Unit Software would display the *Cancel Inspection* screen (Figure 4.28).

The TAVIS Unit will request that the Inspector choose a reason for the inspection to be cancelled. The Inspector would use the arrow keys to select a reason from the list provided by the TAVIS Unit Software, or select “**Other**” and enter a reason in the “*Other Reason*” text box. Once the reason for the cancellation has been selected or entered, the Inspector would select the “**F2**” key to submit the reason and return to the Inspection Menu. If the Inspector does not want to cancel the current inspection, he/she needs to select the “**F12**” key; the Inspector will then be returned to the screen where the inspection process was at before canceling.

Figure 4.28

VEHICLE INSPECTION

Cancel Inspection Welcome Darryl McCarthy

Chose a reason from the list, or chose "Other" from the list and enter a reason in Other Reason field. When you are done, press F2 to continue or F12 to return to inspection.

Cancel Reason

- No or expired insurance
- Wrong inspection type
- Customer cancelled inspection
- Customer failure to pay
- Vehicle in unsafe condition
- Station out of appropriate certificates
- Vehicle already has valid inspection
- Weather conditions
- Other

Other Reason

F2. Continue F12. Return

Issue a VI-30 Certificate

A VI-30 can be issued during the inspection process, or as a separate process all on its own. The vehicle needs a passing inspection within the last 30 days to receive a VI-30.

When a VI-30 is issued during the inspection process, the Inspector supplies the VI-30 number and cost information needed.

When issuing a VI-30 as a separate process, Figure 4.29 is the first screen to appear that allows the Inspector to search for the passed inspection needed prior to issuance. On the *VI-30 Search* screen, the Inspector can search for the inspection record by *Certificate Number*, *License Plate Number*, or *VIN*.

Figure 4.29

The screenshot shows a software interface titled "VEHICLE INSPECTION" with a "VI-30 Search" header. A welcome message "Welcome Aaron Guo" is in the top right. Instructions state: "Choose one of the following search criteria, use enter key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu." The "Search Criteria:" label is next to a dropdown menu currently set to "Texas Inspection Certificate Number". Below this, "You can search by:" lists three options: "Texas Inspection Certificate Number", "License Plate Number", and "VIN". A text input field labeled "Texas Inspection Certificate Number:" is positioned below the list. At the bottom, there are two buttons: "F2. Continue" and "F12. Return".

The inspection record search is performed on the host. If no match is found, an error message will display prompting the Inspector to perform another search, force the VI-30 issuance or cancel the VI-30 issuance (Figure 4.30).

Figure 4.30

VEHICLE INSPECTION

VI-30 Search Welcome Aaron Guo

Choose one of the following search criteria, use enter key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

No record found. Please try a different search.

Search Criteria: Texas Inspection Certificate Number

You can search by:

- Texas Inspection Certificate Number
- License Plate Number
- VIN

Texas Inspection Certificate Number: H10101000

F2. Continue F4. Force VI-30 F12. Return

At any time, if the Inspector has a copy of the inspection at his/her disposal and no record match is returned from the host, the Inspector still can issue the appropriate VI-30.

When a matching record is found, Figure 4.31 is displayed for data verification, entry and VI-30 issuance.

Figure 4.31

VEHICLE INSPECTION

VI-30 Entry Welcome Rob's Guy

Enter missing information, use Enter key to navigate. When you are done press F2 to Continue or F12 to Cancel and return to Inspection Menu.

Texas Inspection

Certificate Number H10101000

VIN JT2AW15C5F0014781

Year 1985

Make TOYOTA Other Make

Model MR2 Other Model

Odometer Status Readable Odometer Reading

State code Texas

License Plate Number Year of License

VI-30 Number VI-30 Fee 1.00

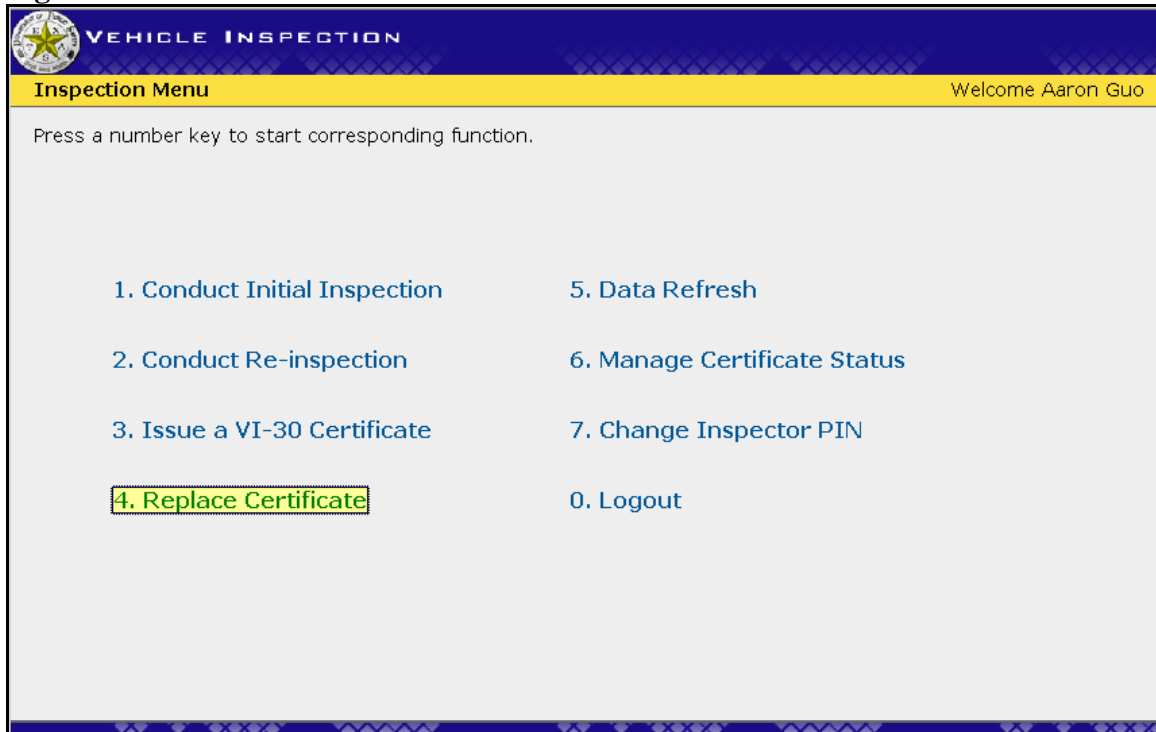
F2, Continue F12, Cancel

Once all the data is entered, the Inspector can select “**F2**” to continue with the VI-30 issuance, or “**F12**” to cancel. Upon continuance, a *Data Refresh* is performed and once it is complete, the Inspector returns to the *Inspection Menu*.

Replace Certificate

After completing an inspection, if something were to happen to the certificate issued prior to placing it on the vehicle (ex: if the certificate gets damaged), the Inspector has the option of replacing the damaged, missing, or defective certificate with a new valid certificate. “**4. Replace Certificate**” in the *Inspection Menu* provides the option to replace a certificate (as shown in Figure 4.32).

Figure 4.32



When replacing a certificate, Figure 4.33 is the first screen to appear that allows the Inspector to search for the inspection record needed prior to the new certificate’s issuance. On the *Replace Certificate* search screen, the Inspector can search by *Certificate Number*, *License Plate Number*, or *VIN*.

Figure 4.33

Replace Certificate Welcome Aaron Guo

Enter one of the following search criteria, use TAB key to navigate. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

Search Criteria: Texas Inspection Certificate Number

You can search by:

- Texas Inspection Certificate Number
- License Plate Number
- VIN

* Texas Inspection Certificate Number:

F2. Continue F12. Cancel

The inspection record search request is sent directly to the host. If no match is found, an error message will display prompting the Inspector to perform another search. When a matching record is found, Figure 4.34 is displayed for replace certificate data entry.

Figure 4.34

Replace Certificate Entry Welcome Rob's Guy

Mark the original certificate status as VOID or Missing, scan or enter new certificate number. When you are done press F2 to Continue or F12 to Return to Inspection Menu.

Original Certificate Number: G00100001

Original Certificate Status: Missing

New Certificate Number:

F2. Continue F12. Cancel

The *original certificate status* is recorded as 'Missing' or 'Void', and a *new certificate number* is entered for the inspection record. Once complete, the Inspector can select “**F2**”

to continue with the certificate replacement, or “F12” to cancel. Upon continuance, a *Data Refresh* is performed and once it is complete, the new *Vehicle Inspection Report* appears as shown in Figure 4.35. After viewing the report, the Inspector returns to the *Inspection Menu*.

Figure 4.35

VEHICLE INSPECTION

Texas Department of Public Safety

Vehicle Inspection Report

Test Start Date/Time	Wed Nov 15 11:43:04 EST 2006	Overall Result	PASS
Test End Date/Time	Wed Nov 15 11:43:04 EST 2006		

Station Information		Vehicle Information	
Station #	90210	Vehicle Type	Passenger Car
Station Name	DBA NAME - PARSONS	Year	1994
Station Address	90210 Main Street	Make	MAZDA
	HOUSTON, TEXAS 90210	Model	MX-6
Inspector Name	Rob's Guy	VIN	1YVGE31D6R5159474
TAVIS ID	10046	License Plate	808WYC
Software Version	0,1108,1	LP State	Texas
		Odometer Status	Readable
		Odometer Reading	50000
		Insurance Expiration	11/30/2006

Inspection Type	Safety	Certificate Type	1 YEAR SAFETY ONLY	Test Type	Initial
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Inspection Items

Horn	Repair	Windshield Wipers	Pass	Mirror	Pass
Steering	Pass	Seat Belts	Pass	Service Brakes	Pass
Parking Brakes	Pass	Tires	Pass	Wheel Assembly	Pass
Exhaust System	Pass	Exhaust Emission System	Pass	Beam Indicator	Pass
Tail Lamps	Pass	Stop Lamps	Pass	License Plate Lamp	Pass
Rear Red Reflectors	Pass	Turn Signal Lamps	Pass	Head Lamps	Pass
Window tinting or coating	Pass	Gas Cap	Pass		

Fees

Inspection Cost	\$14.50
Repair Cost	\$20.00
Total	\$34.50

Certificate # G00100002

[F2. Print] [F12. Return]

Module 5 – Manage Certificate Status

This module describes how the Inspectors can record ‘missing’ and ‘void’ certificates using the TAVIS Unit Software.

Upon completion of the Manage Certificate Status module a student will:

- Be able to select the Manage Certificate Status option from the Inspection Menu and change the status of a certificate.
- Have the ability to scan certificates or manually enter them to indicate the status change for the certificates and submit the transaction.

Manage Certificate Status

When the Inspector selects “**6. Manage Certificate Status**” from the *Inspection Menu*, the TAVIS Unit Software displays the *Manage Certificate Status* data entry screen. The Inspector then scans or manually enters books or individual certificates, selects the appropriate new statuses, which can be: ‘Missing’, ‘Void’ or ‘Active (at Station)’ and submits the transaction.

Note that, books can ONLY be set to Missing or Active. Voids status’ can only be set for one certificate at a time.

Should the Inspector enter an invalid book or certificate number, the TAVIS Unit Software will display an error message. The Inspector should verify the book or certificate number and re-enter.

Figure 5.1

VEHICLE INSPECTION

Manage Certificate Status Welcome Aaron Guo

Use arrow keys to select status or inventory type. Use Tab key to move between fields. Enter data into the text fields and Press F2 to Continue or F12 to Cancel and return to Inspection Menu.

New Certificate Status: Missing

Certificate or Book: Certificate

First Certificate Number:

Number of Certificates:

* - Means required field.

F2. Continue F12. Return

The TAVIS Unit Software then updates the certificates’ records in the TAVIS Unit and displays the *Transaction Information* screen (Figure 5.2).

Transaction Information Screen

When the Inspector enters a certificate number, the TAVIS Unit Software displays the *Transaction Information* screen, informing the Inspector that the status change will be sent to the host and that the certificate status changes are subject to validation at a later date by a DPS Field Technician.

Figure 5.2



Module 6 – Display TAVIS Messages

This module describes the two major types of messages handled by the TAVIS Unit. The first type is broadcast messages that come from the host. The second type is messages that the TAVIS Unit displays based on conditions that require a specific message.

Upon completion of the Display TAVIS Message Module 6 the student will:

- Have the ability to view messages.
- Be able to choose to view or not view the stored messages.

Display TAVIS Messages

When the Station Representative chooses option “**3. View Stored Messages**” from the Main Menu, the list of stored messages is displayed as shown below. The Station Representative will use the “**Tab**” key to highlight the message he/she wishes to view and select the “**Enter**” key to view the message details.

Figure 6.1

VEHICLE INSPECTION

View Stored Messages 29 unread message(s)

Use Tab key to move between rows. Press Enter to view message details or F12 to return to Menu.

ID	Title	Date Sent	Date Viewed
196	Test 29	Oct 5, 2006 6:14 PM	
195	Test 28	Oct 5, 2006 6:14 PM	
194	Test 27	Oct 5, 2006 6:14 PM	
193	Test 26	Oct 5, 2006 6:13 PM	
192	Test 25	Oct 5, 2006 6:13 PM	
191	Test 24	Oct 5, 2006 6:13 PM	
190	Test 23	Oct 5, 2006 6:13 PM	
189	Test 22	Oct 5, 2006 6:13 PM	
188	Test 21	Oct 5, 2006 6:13 PM	
187	Test 20	Oct 5, 2006 6:13 PM	

Page: 1 of 3 Go

F12. Return to Menu

In this case the Station Representative has selected the “*Test 20*” message and selected the “**Enter**” key. *Message ID 187* will be displayed as shown in Figure 6.2.

Message Details

The TAVIS Unit Software displays the requested message. When the Station Representative has reviewed the message, he/she can select “**F2**” to return to the list of messages or “**F12**” to return to the *Main Menu*.

Figure 6.2

The screenshot shows the 'Message Details' screen of the TAVIS Unit Software. At the top, there is a blue header bar with a star icon and the text 'VEHICLE INSPECTION'. Below this is a yellow bar with the text 'Message Details'. A message instruction reads: 'Use arrow keys to move up and down the message text. Press F2 to return to the list of Messages or F12 to return to Menu.' The message is identified as 'Message # 187'. The message details include: 'Title: Test 20', 'Text: Body' (with a large text area below it), 'Sent Date: Oct 5, 2006 6:13 PM', and 'Viewed Date: Oct 5, 2006 10:44 PM'. At the bottom, there are two yellow buttons: 'F2. Return To Messages' and 'F12. Return To Main Menu'.

Module 7 – Access Certificate Sales Application at Station

The TAVIS Unit allows Vehicle Inspection Stations to purchase certificates in a fully automated fashion. A Station authorized Buyer can order certificates online and can choose 'delivery' or 'pickup' as the fulfillment method. If 'delivery' is chosen, certificates will be shipped to the Station. If 'pickup' is chosen, any Station Representative can pick them up from any DPS location as long as they can show a valid ID, such as a Texas DL and proof of purchase (ex: the 'trace number' of the order).

This module describes how a Buyer can access the Certificate Sales Application using the TAVIS Unit.

Upon completion of the Access Certificate Sales Application At The Station module a student will:

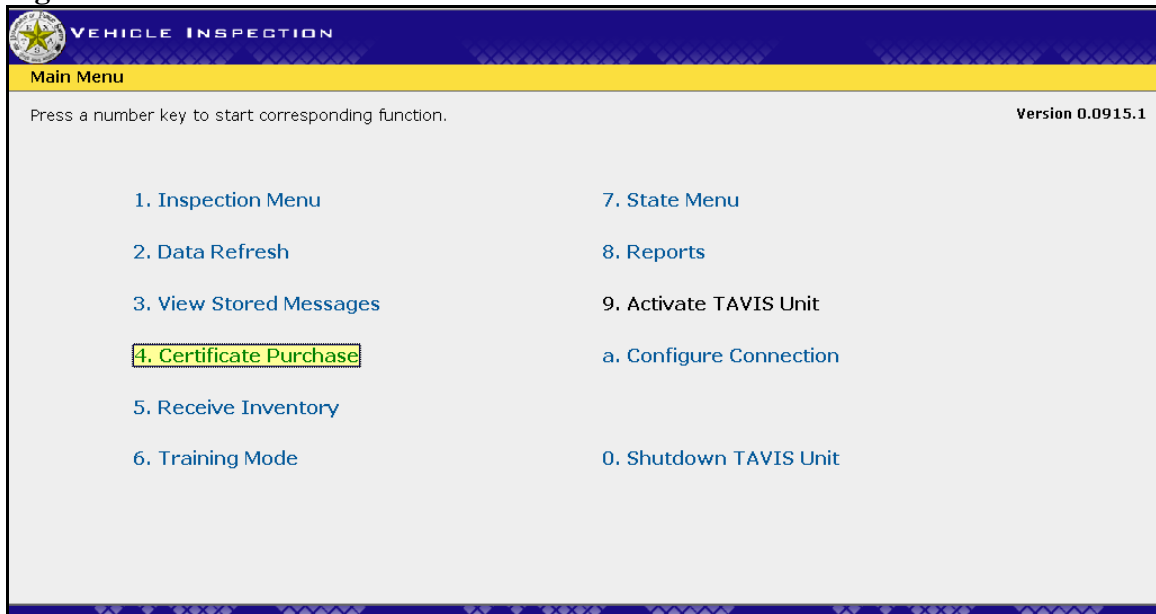
- Be able to access the Certificate Sales Application and login using a valid ID and PIN.
- Have the ability to view the Station sales history, place a certificate order and process payment.

Access Certificate Sales Application at Station

As the Station's certificate inventory depletes, the Buyer can logon to the TAVIS Unit to order/replenish the Station's certificate inventory.

To order certificates, the Buyer must have a valid *ID* and *PIN*. Usually the Buyer's TX ID/DL number is his/her ID. In the event the Buyer does not have any TX ID/DL, DPS will provide the Buyer with a unique 8 digit ID number. Once the Buyer chooses the “**4. Certificate Purchase**” option from the *Main Menu*, the TAVIS Unit Software will make a connection to the Certificate Sales Application. The TAVIS Unit Software will then display the *Station User Login* screen (Figure 7.2).

Figure 7.1



Certificate Purchase – Station User Login

The Certificate Purchase – *Station User Login* screen allows the Buyer to enter his/her “**Buyer ID**” and “**PIN**” and access the Certificate Sales Application. After the Buyer enters the Buyer ID, he/she can use the “**TAB**” key, or the mouse, to move to the PIN entry data field. Following the PIN data entry, the Buyer can use the “**TAB**” key again to highlight the “**Log In**” button and then select the “Enter” key to log in. Or the Buyer may click on the “*Log In*” button with the mouse.

Figure 7.2

The screenshot shows the 'Station User Login' interface. At the top, there's a blue banner with the TxDOT logo and 'VEHICLE INSPECTION' text. A left-hand menu lists navigation options: Login, Station, Order, Confirm, Payment, and Receipt. The 'Login' option is selected. The main area is titled 'Station User Login' and features two text input fields labeled 'Buyer ID (required):' and 'PIN (required):'. A 'Log In' button is positioned below the PIN field.

Buyers logging in for the first time must use a ‘1’ plus the first four digits of their ID as their first *PIN*. Any time a Buyer is using a default password as set by DPS, they will be prompted to create a new *PIN* and also select and answer a security question. If the Buyer forgets their *PIN*, they can contact DPS to have it reset. DPS administrators will ask the Buyer their security question, such as their mother’s maiden name, and verify the answer. Failure to correctly answer the security question will likely require in-person verification at a DPS location and/or by a DPS Technician.

Once logged in, the TAVIS Unit Software will display the *Select Station* screen (Figure 7.3).

Certificate Purchase – Select Station

Once the Buyer has logged into the system, they need to choose a Station before proceeding to other functions. The system will present the Buyer with a list of Stations to which the Buyer has an active relationship, as shown in Figure 7.3. In the *Select Station* screen the Buyer selects the Station for which a purchase is going to be made and uses the **“TAB”** key to highlight the **“Select Station”** button.

Figure 7.3

The screenshot shows the 'Select Station' interface. The header is blue with the TAVIS logo and 'VEHICLE INSPECTION' text. A left-hand menu lists navigation options: Login, Station (which is highlighted), Order, Confirm, Payment, and Receipt. The main content area has a title 'Select Station' in red. Below this, there is a label 'Station ID (required):' followed by a dropdown menu currently displaying 'SMITH'S AUTO REPAIR & INSPECTION - 1P71717'. A yellow button labeled 'Select Station' is positioned below the dropdown.

The Buyer can change the Station selection at any time using the *“Select Station”* menu option shown in the top left corner of the screen in Figure 7.4.

When the user has completed the *Station ID* entry and selects the **“Enter”** key with the **“Select Station”** button highlighted, the TAVIS Unit software will display the *Station Order History* screen (Figure 7.4).

Certificate Purchase – Order Form

Once the Buyer is logged in and they have selected a Station, they are prompted to place a new order, as shown in Figure 7.4. The user would choose which *Certificate Type* they wish to purchase by entering the *book quantity* in the appropriate data field. The user would use the “**TAB**” key to move from data field to data field.

Figure 7.4

VEHICLE INSPECTION

Change PIN Select Station Station Order History Place An Order

Login
Station
Order
Confirm
Payment
Receipt

Order Form

Buyer Name: JOHN SMITH
Station ID: 1P71717
Station Name: SMITH'S AUTO REPAIR & INSPECTION
Shipping Address: 123 MAIN STREET, GARLAND, TX 75040
Physical Address: 123 MAIN STREET, GARLAND, TX 75040

Book Orders

Certificate Type Name	Certificates Per Book	Certificate Type Price	Book Quantity
1 YEAR SAFETY ONLY	50	\$7.50	<input type="text" value="1"/>
2 YEAR SAFETY ONLY	50	\$16.75	<input type="text" value="2"/>
1YR EMISSION TEST ONLY (ETO)	10	\$2.75	<input type="text" value="0"/>
ASM SAFETY EMISSION	50	\$8.25	<input type="text" value="0"/>
COMMERCIAL DECAL/TRAILER	10	\$22.00	<input type="text" value="0"/>
COMMERCIAL WINDSHIELD	10	\$22.00	<input type="text" value="0"/>
OBD SAFETY EMISSION	50	\$14.25	<input type="text" value="0"/>
TRAILER/MOTORCYCLE	10	\$7.50	<input type="text" value="0"/>
TSI SAFETY EMISSION	50	\$8.25	<input type="text" value="0"/>
TSI/OBD SAFETY EMISSION	50	\$10.25	<input type="text" value="0"/>

When the user has entered the quantity of books required, he/she would use the “**TAB**” key to highlight “*Calculate*” to proceed with the current order or “*Clear*” to re-enter the quantity or certificate type. When the user presses the “**Enter**” key, the TAVIS Unit software will display the *Order Confirmation* screen. Figure 7.5.

Certificate Purchase – Order Confirmation

The *Order Confirmation* screen displays the *Buyer Name*, *Station ID*, *Station Name*, *Shipping Address*, *Physical Address*, *Book Orders*, and *Certificate Type ordered*, *Certificate Type Price*, *Book Quantity* and the *Extended Price*. The user will use the drop down menu to select certificate *Delivery* or *Pickup* and then use the "TAB" key to highlight the **“Proceed To Payment”** button to proceed or the **“Change Order”** button to edit the order.

Figure 7.5

The screenshot shows the 'VEHICLE INSPECTION' software interface. At the top is a navigation bar with buttons: 'Change PIN', 'Select Station', 'Station Order History', and 'Place An Order'. On the left is a vertical sidebar with links: 'Login', 'Station', 'Order', 'Confirm' (highlighted in red), 'Payment', and 'Receipt'. The main content area is titled 'Order Confirmation' and displays the following information:

Buyer Name: JOHN SMITH
Station ID: 1P71717
Station Name: SMITH'S AUTO REPAIR & INSPECTION
Shipping Address: 123 MAIN STREET, GARLAND, TX 75040
Physical Address: 123 MAIN STREET, GARLAND, TX 75040

Book Orders

Certificate Type Name	Certificate Type Price	Book Quantity	Extended Price
1 YEAR SAFETY ONLY	\$375.00	1	\$375.00
2 YEAR SAFETY ONLY	\$837.50	2	\$1,675.00

Total Order Quantity: 3
Total Order Price: \$2,050.00
Delivery or Pickup :

At the bottom are two buttons: 'Proceed to ACH Payment' and 'Change Order'.

When the user has selected *delivery* or *pickup* and presses the **“Enter”** key with the **“Proceed to Payment”** button highlighted, the TAVIS Unit software will display the *Payment Form* screen. Figure 7.6.

Certificate Purchase – Payment Form

The *Payment Form* screen displays the *Total Order Price* and requests the *ACH Account Type*, *ABA Routing Number* and *Account Number* to be entered into the appropriate fields. The user would use the drop down menu to select the *ACH Account Type*; *Checking/Savings* and enter the *ABA Routing* and *Account numbers*. The user would then use the "TAB" key highlight the “**Submit**” button to proceed with the order or “**Cancel**” to cancel the order.

Figure 7.6

The screenshot shows the 'Payment Form' screen within the TAVIS Vehicle Inspection system. The header includes the Texas Department of Transportation logo and the title 'VEHICLE INSPECTION'. A navigation bar at the top contains links: 'Change PIN', 'Select Station', 'Station Order History', and 'Place An Order'. A sidebar on the left lists menu items: 'Login', 'Station', 'Order', 'Confirm', 'Payment' (highlighted in red), and 'Receipt'. The main content area features a warning message: 'If this order is processed for cancellation in the future, the payment for the order is NOT automatically refunded. DPS staff will manually process the refund outside of the automated TAVIS system.' Below this, the 'Payment Form' section displays the 'Total Order Price' as \$2,050.00. It includes input fields for 'ACH Account Type (required)' (a dropdown menu showing 'Checking'), 'ABA Routing Number (required)', and 'Account Number (required)'. A 'Memo' field contains a check number '1443'. Below the memo, a sample check number '0089430098' is shown, with red brackets indicating the 'ABA ROUTING NUMBER' (the first 9 digits) and the 'ACCOUNT NUMBER' (the next 9 to 16 digits). At the bottom right, there are 'Submit' and 'Cancel' buttons.

The *Payment Form* screen also displays where to find the *ABA Routing Number* and *Account Number* on a typical check. This information is not used to setup an “automatic/recurring draft” from this account. Future orders will require this banking information to be resubmitted. The *ABA Routing Number* is typically the first 9 digits in the lower left corner of the check. The *Account Number* is typically the next 9 to 16 digits on the check. The last 4-6 digits on the bottom right corner of the check is typically the check number, which is also located in the upper right corner of the check.

When the user completes the data entry and presses the “**Enter**” key, with the “**Submit**” button highlighted, the TAVIS Unit software will display the *Order Receipt* screen. Figure 7.7.

Certificate Purchase – Order Receipt

The *Order Receipt* screen displays the *Trace Number*, *Station ID*, *Station Name*, *Fulfillment Method*, *Shipping Address*, *Physical Address*, *Payment Method*, *Buyer Texas Driver License or State ID*, *Buyer Name*, *Type of Certificate Ordered*, *Price of Certificates*, *Extended Price*, *Quantity Ordered*, *Total Order Price* and the *Date Ordered*.

Figure 7.7

Order Receipt

Use the Order History to check the status of your order.

Trace Number: 405VI5128002
Station ID: 1P71717
Station Name: SMITH'S AUTO REPAIR & INSPECTION
Fulfillment Method: Pickup
Shipping Address: 123 MAIN STREET, GARLAND, TX 75040
Physical Address: 123 MAIN STREET, GARLAND, TX 75040
Payment Method: ACH
Buyer Texas Driver License or State ID: 77775555
Buyer Name: JOHN SMITH

Book Orders		
Certificate Type Name	Certificate Type Price	Extended Price
1 YEAR SAFETY ONLY	\$375.00	\$375.00
2 YEAR SAFETY ONLY	\$837.50	\$1,675.00

Total Order Quantity: 3
Total Order Price: \$2,050.00
Date Ordered: 02/01/2007

[Log Out \(Alt-L\)](#)

At this time the Certificate Order process is complete, the user could now press the **“F12”** key and be returned to the *Main Menu*. Otherwise, the Buyer can choose the **“Select Station”** option, in the top left corner of the screen, to access a different station. To initiate a new order for this station, the Buyer can choose the **“Place An Order”** button. The **“Station Order History”** button at the top of the screen is used to access the Station’s order history. In this case the Buyer chooses to review the Station’s order history, as shown in Figure 7.8.

Certificate Purchase – Station Order History

The *Station Order History* screen displays the *Trace Number*, *Order Status*, and *Order Status Date*. The orders are listed in descending order, with the most recent orders displayed first. Buyers can review the trace numbers, status, and dates for each order. Each order's "trace number" is a hyperlink to the details for the order. The user would use the "TAB" key to move between fields.

Figure 7.8

The screenshot shows the 'VEHICLE INSPECTION' web application. At the top is a navigation bar with a yellow background containing four buttons: 'Change PIN', 'Select Station', 'Station Order History' (which is selected), and 'Place An Order'. On the left is a vertical sidebar with buttons for 'Login', 'Station', 'Order' (highlighted in red), 'Confirm', 'Payment', and 'Receipt'. The main content area is titled 'Order History' in red. It contains a table with three columns: 'Trace Number', 'Order Status', and 'Order Status Date'. There are two rows of data, both with the status 'Placed' and the date '02/01/2007'. The trace numbers are '405VI5128004' and '405VI5128003', both of which are underlined and red, indicating they are hyperlinks. A 'Return' button is located at the bottom right of the table area.

Trace Number	Order Status	Order Status Date
405VI5128004	Placed	02/01/2007
405VI5128003	Placed	02/01/2007

If the Buyer uses the "TAB" key to select a hyperlinked *trace number* for one of the orders, then presses the "Enter" key, then the *Order Details* screen in Figure 7.9 is displayed.

Certificate Purchase – Order Details

The *Order Details* page essentially provides the Buyer with all the information captured in the receipt page shown when an order is submitted. In addition, the current *Order Status* is displayed. For orders that have a status of “*Placed*”, the fulfillment method can be modified by using the “**TAB**” key to select a new fulfillment method and using the “**TAB**” key to select the “*Change Fulfillment Method*” button, the pressing the “**Enter**” key. Orders in this status can also be cancelled by providing a *status change reason* and selecting the “**Cancel Order**” button.

Figure 7.9

VEHICLE INSPECTION

Change PIN | Select Station | Station Order History | Place An Order

Login
Station
Order
Confirm
Payment
Receipt

Order Details

Trace Number: 405VI5128002
Date Ordered: 02/01/2007
Buyer Name: 77775555
Delivery or Pickup:
Order Status: Placed
Order Status Change Date: 02/01/2007
Status Change Reason:

**Please note when cancelling an order: When an order is processed for cancellation, the *payment* for the order is *not cancelled and refunded* through the process. DPS staff will manually process the refund outside of the automated TAVIS system.

Book Orders

Certificate Type Name	Book Quantity	Extended Price
1 YEAR SAFETY ONLY	1	\$375.00
2 YEAR SAFETY ONLY	2	\$1,675.00

Total Order Price: \$2,050.00
Total Order Quantity: 3
Tracking Number: N/A

To exit the Certificate Sales application the user would select “**ALT+R**” to be returned to the TAVIS *Main Menu*.

Module 8 – Receive Inventory At The Station

This module describes the process by which the inventory is received at the station. The certificate books are scanned when they are received. The TAVIS Unit sends the information to the host, and updates the Inventory Management Application.

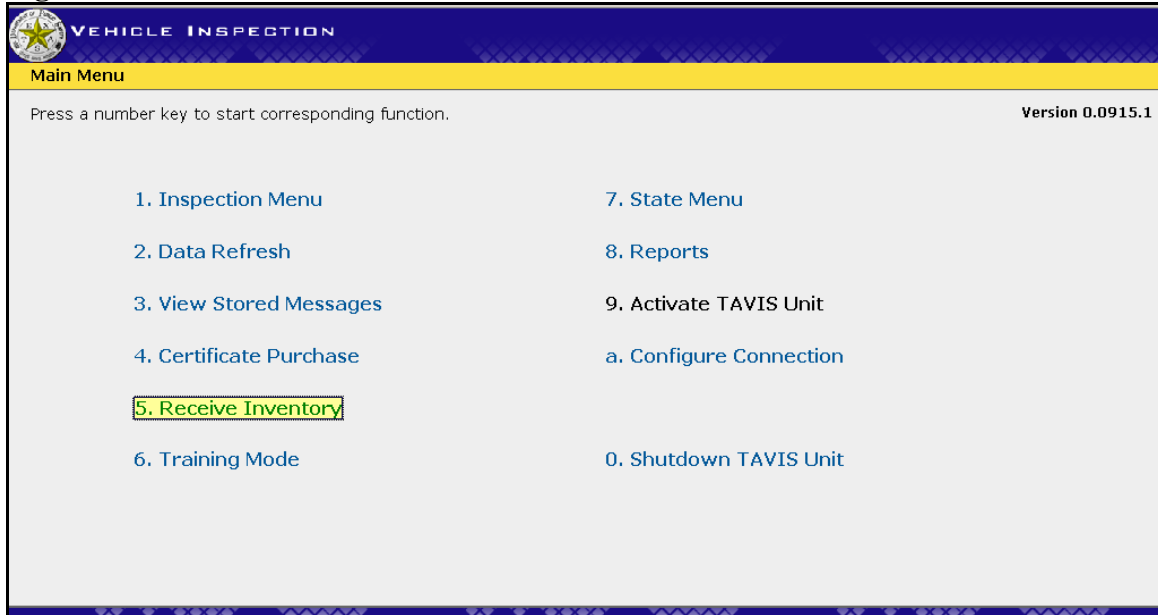
Upon completion of the Receive Inventory At The Station module the student will:

- Be able to receive certificate books arriving at the Station.
- Have the ability to scan or manually enter each certificate book into the TAVIS unit.

Receive Inventory at Station

Following the Buyer's purchase and receipt of certificates, a Station Representative will be required to receive the inventory at the station.

Figure 8.1



Upon the inventory arrival at the Station, the Station representative would choose the “**5. Receive Inventory**” function from the *Main Menu*. The TAVIS Unit Software will then display the *Receive Inventory* screen (Figure 8.2).

Receive Inventory

The *Receive Inventory* screen will display as shown below. The Station Representative will then scan or manually enter each certificate book into the appropriate *Book Number* field.

Figure 8.2

Book Number	Certificate Type	Book Number	Certificate Type
1. BG00100001	1 YEAR SAFETY ONLY	11.	
2. BH00100001	1 YEAR SAFETY ONLY	12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

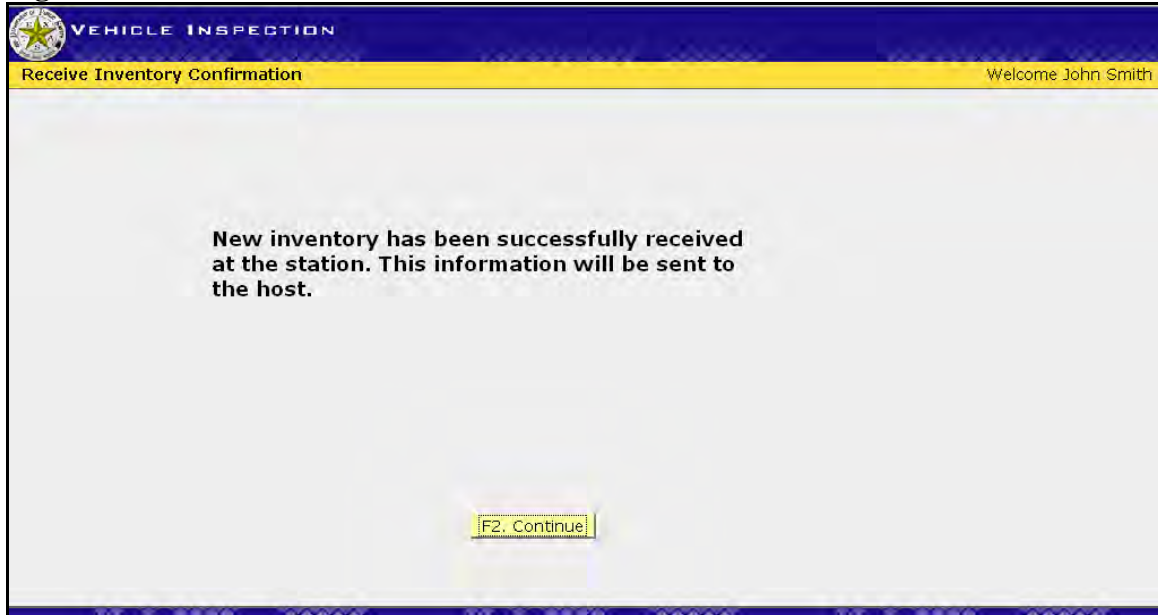
F2. Submit F12. Cancel

After the Station Representative enters all the received certificate books, he/she will select the **“F2 - Submit”** button to proceed or the **“F12 - Cancel”** button to cancel the function. If submitted, the TAVIS Unit Software will display the *Receive Inventory Confirmation* screen (Figure 8.3).

Receive Inventory Confirmation

The TAVIS Unit Software will display the following message after then inventory has been successfully received at the station.

Figure 8.3



To complete the process the user will select the **“F2 - Continue”** button and he/she will be returned to the *Main Menu*.

Module 9 – Train On TAVIS

This module describes the TAVIS Unit's training mode functions. The TAVIS Unit will provide a training mode that will allow inspectors to go through all the screens for each inspection type available on the TAVIS Unit without actually conducting any inspections.

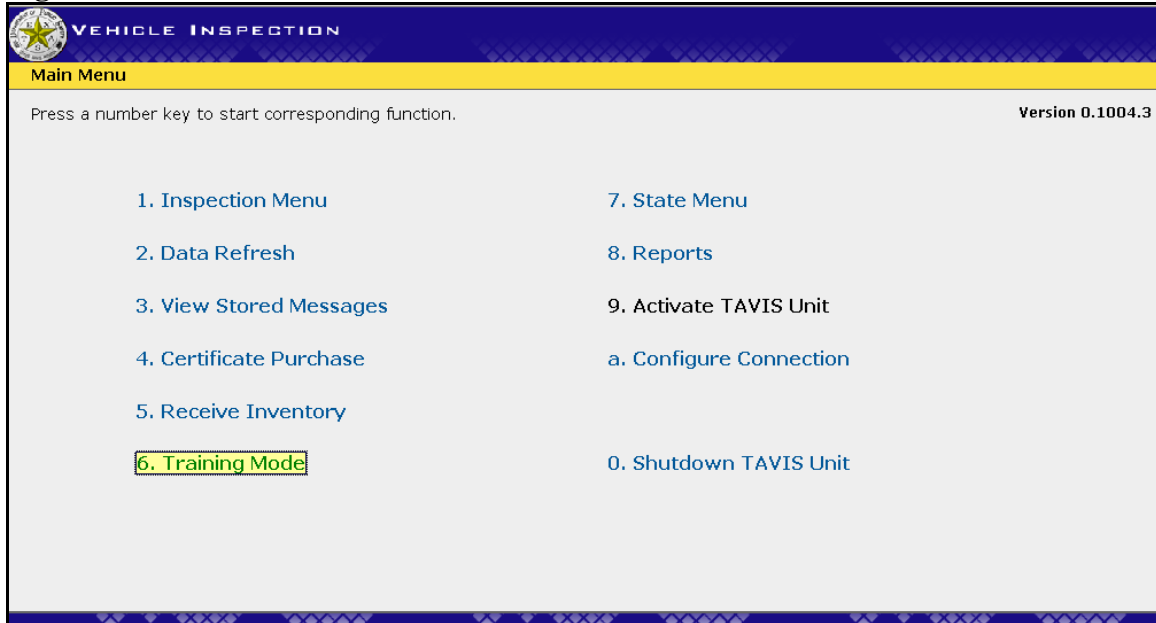
Upon completion of the Train On TAVIS module a student will:

- Have a good working knowledge of how to enter the TAVIS Unit training mode.
- Be able to select the inspection type from training mode menu and navigate through the screens in training mode.
- Be able to practice conducting an inspection to aid in the training process.

Training Mode

Upon arrival at a Station, the Inspector can choose the “**6. Training Mode**” function from the *Main Menu* to learn more about the TAVIS Unit.

Figure 9.1



Once the *training mode* is selected, the TAVIS Unit Software will display the *Login* screen, with *Training Mode* clearly marked on the screen as shown in Figure 9.2.

Figure 9.2

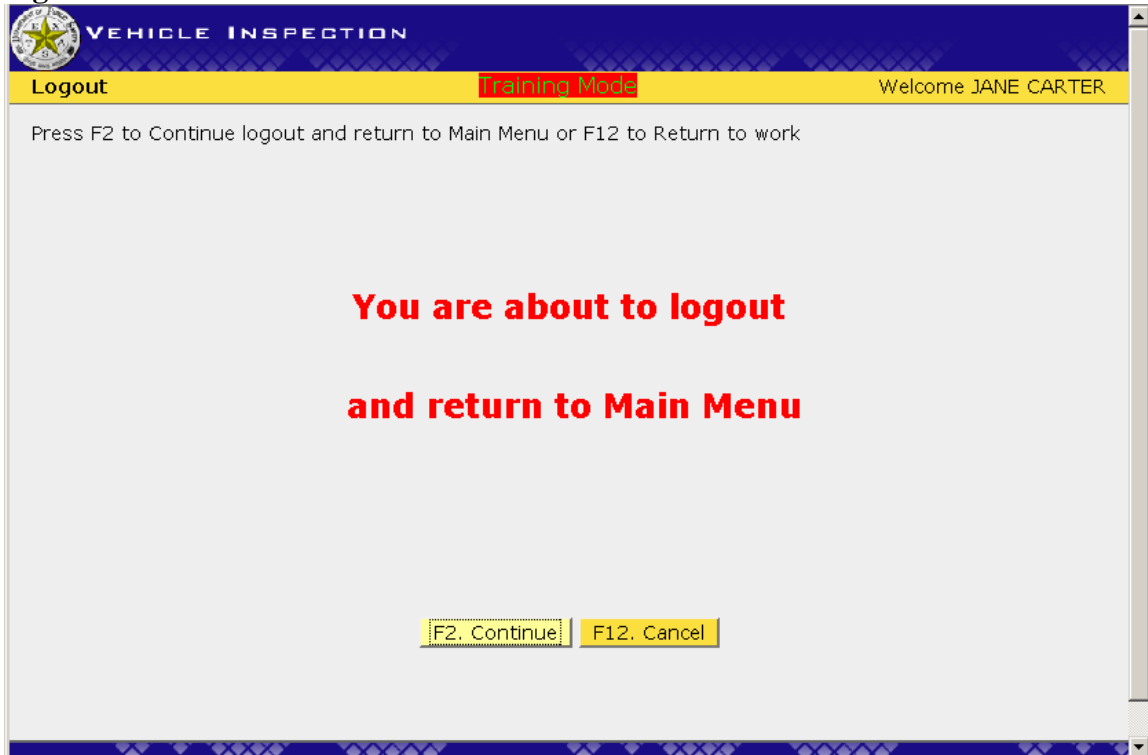
The screenshot displays the 'VEHICLE INSPECTION' software interface. At the top, a blue header bar contains a star logo and the text 'VEHICLE INSPECTION'. Below this, a yellow banner reads 'Inspector Login' on the left and 'Training Mode' on the right. The main area has a light gray background with instructional text: 'Enter your ID and PIN, use Enter key to move between fields. When you are done, press F2 to Continue or F12 to Cancel login and return to Menu'. There are two input fields: the first is labeled '* ID' and the second is labeled '* PIN'. At the bottom, there are two yellow buttons: 'F2: Continue' and 'F12: Cancel'.

The *training mode* then goes on to function just like the regular menu options on the TAVIS Unit. An initial login will lead to the training certification screen, changing the PIN, and establishing the secret question and answer.

Once the Inspector is logged into the training mode, all menu options from the *Inspection Menu* are available to use in a training fashion. In the training mode, none of the data will be sent to the host and inspections will go un-recorded.

Please remember to logout of the training mode before conducting an inspection. Once the Inspector logs out, a message will appear to confirm the logout (as shown in Figure 9.3) and the Inspector will be returned to the *Main Menu*.

Figure 9.3



Module 10 – Reports

This module describes how to run reports on the TAVIS Unit.

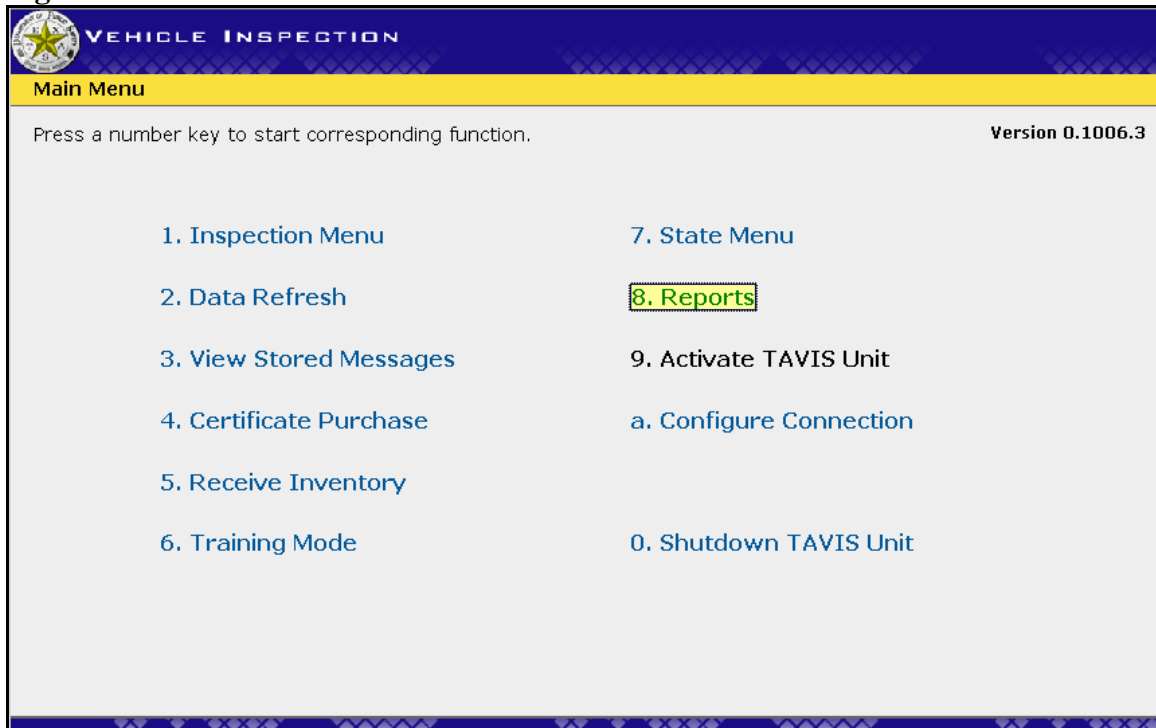
Upon completion of the Reports module the student will:

- Know how to access reports.
- Have the ability to choose different search criteria and run reports.

Reports

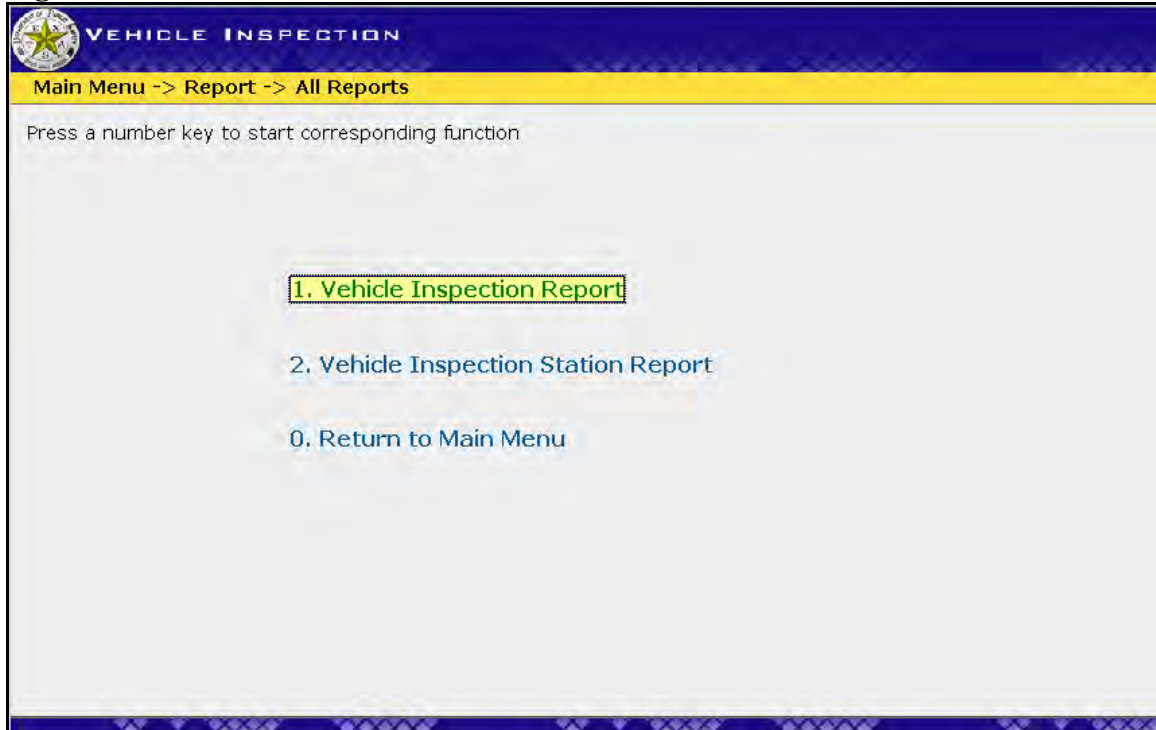
From time to time the Inspector or Station Representative may need to run reports on the activity at the Station. The Reports function is where this can be accomplished. To access the *Reports* function, the Inspector or Station Representative will select the “**8. Reports**” option from the *Main Menu*.

Figure 10.1



Once the selection for reports is made, the list of available reports (as shown in Figure 10.2) is displayed.

Figure 10.2



Available reports (for the Station Representatives) include the ‘*Vehicle Inspection Report*’ and the ‘*Vehicle Inspection Station Report*’. Once the user selects a report to run, the parameter entry screen for that report appears.

If the user selects “**1. Vehicle Inspection Report**” from above, the following Figure 10.3 would appear.

Figure 10.3

The screenshot shows a web application titled "VEHICLE INSPECTION" with a "Vehicle Inspection Report Search" section. The form includes a header with a star logo and the text "VEHICLE INSPECTION". Below the header, a yellow bar contains the title "Vehicle Inspection Report Search". The main form area has a light gray background and contains the following fields and controls:

- A instruction: "Use Tab key to move between fields"
- A date selection box with two rows:
 - Start Date: Year (2006), Month (Sep), Day (7)
 - End Date: Year (2006), Month (Oct), Day (7)
- Certificate Number: [Text Input]
- VIN: [Text Input]
- License Plate: [Text Input]
- Inspector ID: [Dropdown Menu] (All Assigned Inspectors)
- Two yellow buttons at the bottom: "F2. Continue" and "F12. Return"

The user enters the search criteria and selects “**F2**” to continue and run the report, or “**F12**” to return to the *Main Menu*.

Each report has its own parameter entry page.

Module 11 – Shutdown TAVIS Unit

The TAVIS Unit can be shutdown for multiple reasons. The two most common reasons are when the Unit will not be used for an extended period of time, or when the system needs a refresh.

During the shutdown, the Unit will be unavailable for inspections.

Module 11 describes the shutdown process.

Upon completion of the Shutdown TAVIS Unit module a student will be able to:

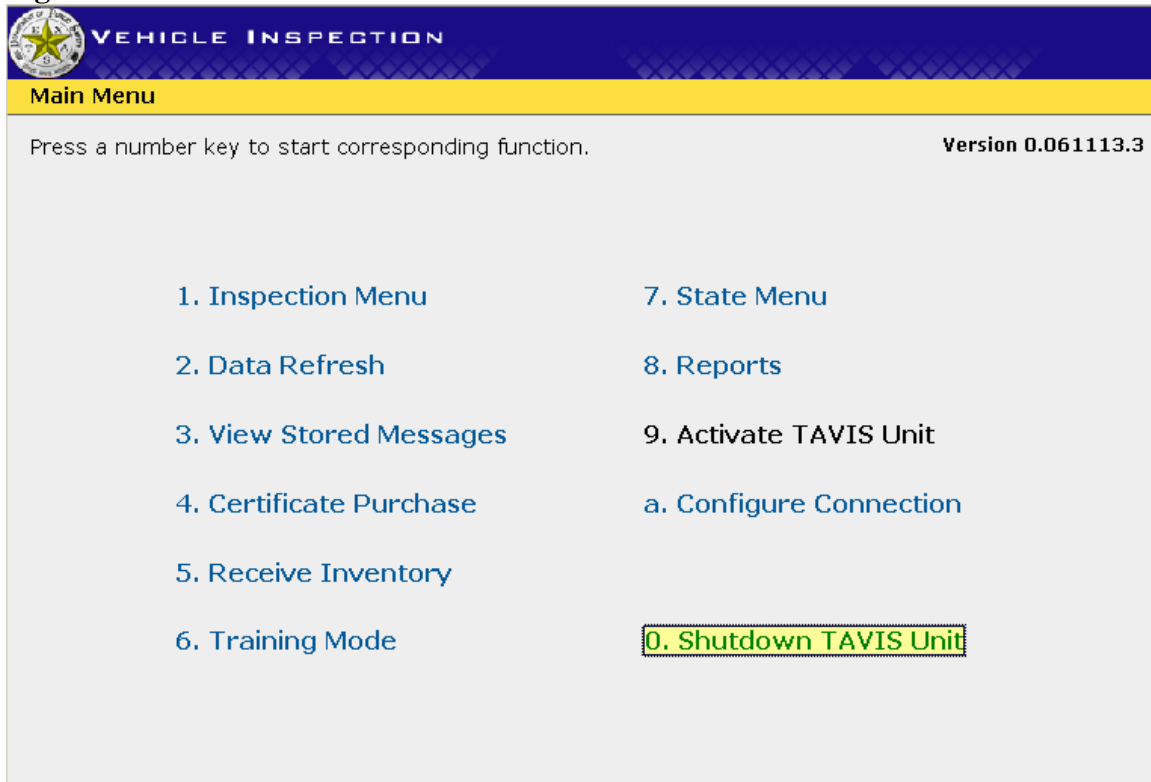
- Shutdown the TAVIS unit properly.

Shutdown TAVIS Unit

From time to time the Inspector or Station Representative may need to shutdown the Unit. The Shutdown function is where this can be accomplished. To access the *Shutdown TAVIS Unit* function, the Inspector or Station Representative will select the **“0. Shutdown TAVIS Unit”** option from the *Main Menu*.

Note: Always perform this shutdown process to turn the TAVIS Unit off instead of cutting the power to the Unit by any other methods.

Figure 11.1



Once the Inspector selects the Shutdown option, the Shutdown screen will appear as seen in Figure 11.2.

Shutdown

The *Shutdown* screen displays a confirmation message stating that you are about to shutdown the TAVIS Unit. Select “**F2**” to continue with the shutdown process, or “**F12**” to cancel the shutdown and return to the *Main Menu*.

Figure 11.2



Upon continuing, the *Shutdown In Progress* screen will appear as shown in Figure 11.3.

Shutdown In Progress

The *Shutdown in Progress* screen will appear until the TAVIS Unit completely shuts down and turns off.

Figure 11.3

